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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

April 4, 1944

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DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

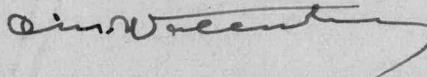
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation,
currently effective, made by the State
Department of Social Welfare.

This regulation is filed in accordance
with Article 21 of Chapter 3 of Title I
of Part 3 of the Political Code as amended by
Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encl.

1944 APR 5 AM 11 20

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Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 31, 1944

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DEPARTMENT BULLETIN NO. 235

IN REPLY PLEASE REFER
TO:

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Amended Servicemen's Dependents
Allowance Act of 1942

Material recently received regarding the amended Servicemen's Dependents Allowance Act of 1942 necessitates numerous changes in pertinent sections of the Department's Manual of Policies and Procedures.

Pending manual revisions, this bulletin is designed to bring before the counties

1. The attached publications entitled "Family Allowances for the Dependents of Soldiers"* and "The Administration of Family Allowances for Men in Military Service" issued by the Office of Dependency Benefits, War Department, Newark, New Jersey. These are the only official statements the Department has received relative to an amended Servicemen's Dependents Allowance Act.
2. The policy to be observed in considering income in the form of Servicemen's Dependents Allowance.

The statement of policy in this bulletin becomes effective immediately. It will be necessary to review all cases in which allowances are now received or in which, under the provisions of the revised law, allowances may be received. All actions of the board of supervisors on applications and notices of change shall be in accord with the policy stated below as soon as administratively possible, and not later than July 1, 1944.

Outstanding Changes in the Servicemen's Dependents Allowance Act

- (1) Increased greatly the family allowance for children.
- (2) Increased family allowances for parents, brothers, and sisters who are dependent upon the enlisted man for chief support.

*Copies are available only for the county welfare directors because of the limited supply received by the State Department of Social Welfare

- (3) Granted an initial family allowance for the month of entry into service in a pay status to wives, children, and parents, brothers, and sisters, who are dependent upon the enlisted man for their chief support, without any deduction from the pay of the enlisted man for such initial allowance.
- (4) Included female enlisted personnel of all grades and aviation cadets within the provisions of the Act.
- (5) Made dependents of enlisted personnel of the upper three grades eligible for family allowances and suspended monetary allowances in lieu of quarters for dependents, as authorized by Section 10 of the Pay Readjustment Act of 1942, for the period during which such family allowances are paid.
- (6) Defined the eligible dependents of female enlisted personnel.

Policy to be Followed in Considering Income in the Form of Servicemen's Dependents Allowance

Allowances under the Servicemen's Dependents Allowance Act shall be considered income in the month received. The amended law provides the method in which allowances shall be divided. This is interpreted by the Office of Dependency Benefits as follows:

"Provision is made in the amended law for the division of allowances among dependents for whose benefit they are paid. It is intended that the division between dependents of a different relationship be fixed as provided in the section dealing with the amounts. For example, if the enlisted man has a wife and one child, the wife's allowance is \$50 and the child's is \$30; in the case of a wife divorced and one child, the wife divorced receives an allowance of \$42 (provided there exists an effective alimony decree giving her \$42 or more per month), and the child \$30; in the case of a parent and one sister, both dependent upon the enlisted man for chief support, the parent's allowance is \$50, and the sister's \$18. However, a general rule of equal division is applicable where separate payments are necessary as between children, parents, and brothers or sisters, each as a distinct class. For example, if the enlisted man has a wife and two children, the wife's allowance is \$50 and that of each of the children is \$25; in the case of a wife divorced and two children, the allowance to the wife divorced is \$42 (subject to above proviso), and that of each of the children is \$25; in the case of two parents, a sister, and a brother, all dependent upon the enlisted man for their chief support, each parent's allowance is \$34, and the allowance of each sister and brother is \$11; in the case of one parent and a brother and sister, all dependent upon the enlisted man for their chief support, the parent's allowance is \$50 and that of the brother and sister is \$14.50 for each."

Those portions of Manual Sections 152-50 and 153-80 which set forth the policy of dividing servicemen's allowances in OAS, ANB, and APSB, are no longer applicable.

Class A and Class B-1 Dependents

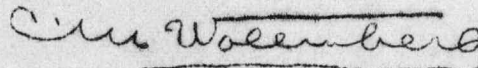
In OAS, ANB, and APSB, the allowances under Class A and Class B-1 shall be divided as interpreted by the Office of Dependency Benefits.

Since a mother in ANC is responsible for the support of her children from any income she receives, an allowance paid for her benefit must be considered as income to the family budgetary unit. An allowance received for the benefit of a specific child or children only in a family group is considered specifically for the support of such child or children.

Class B Dependents--The law does not stipulate the manner in which the allowances under Class B shall be divided among the dependents. However, it is implied that such allowances shall be divided equally. Class B allowances in OAS, ANB, APSB, and ANC shall therefore be divided equally among the dependents for whose benefit they are made.

(Authority: Sec. 120 and 113,
Welfare and Institutions Code)

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachments

The following is a portion of a pamphlet entitled "The Administration of Family Allowances for Men in Military Service" released by the Office of Dependency Benefits of the War Department, and forwarded to the Department of Social Welfare by the Social Security Board.

The effectiveness of war operations depends in large part upon civilian and military morale. A vital factor in upholding this morale is some reasonable maintenance of families of men engaged in military service. The man in the armed forces must be free from anxiety about how his family is making ends meet, in view of the fact that his own support has been withdrawn. The pay of men in the armed forces, even though increased substantially, has in the majority of cases been insufficient for the support of families if there are no resources other than the man's service pay. Since civilian wages generally stop as soon as a man enters upon military duty, there has to be some minimum substitute means of family support if we are to avoid undue hardships imposed upon dependents of men entering military service.

The American people have always recognized the need for protecting the families of their fighting men in time of war. When the United States entered the present war it was foreseen that the magnitude of the conflict would soon compel the necessity of drawing upon many men with dependents. The Congress of the United States began soon after Pearl Harbor to make plans for wartime security at home. Hearings were held to consider a bill to provide family allowances for the dependents of enlisted men of the Army, Navy, Marine Corps, and Coast Guard of the United States. Experts were consulted in the War Department, Navy Department, Selective Service System, Federal Security Agency, Veteran's Administration, and Bureau of the Budget. Studies were made of the legislative provisions in foreign countries dealing with the dependents of mobilized men. Out of all this came the Servicemen's Dependents Allowance Act of 1942, said to be the greatest wartime family security measure in American history. It was signed by the President on June 23, 1942, with payments to be started not prior to November 1, 1942. A later amendment advanced the initial payment date to September 1, 1942. The Act provided allowances without a means test to the persons who will normally be dependent on large numbers of our men in service. Under it a flat, fixed schedule of amounts was paid promptly and there was no discrimination between the dependents of one soldier and the dependents of another soldier.

Recent Amendments to Dependents Allowance Act

Less than a year after the original Act was passed there were many who became satisfied that present-day living costs offered justification for increases to certain categories of dependents. The endeavors to correct inadequacies in the financial provisions of the existing system began to take shape with the introduction into both houses of Congress of many bills proposing amendments to the law. Before recessing for the summer of 1943, the United States Senate passed a bill which sought to broaden the eligibility conditions and increase many of the specific allowances. When Congress reconvened in the fall a great deal more attention was given to the various proposals to liberalize the family allowance payments. Amendments to the basic Act became law on October 26, 1943. The principal changes which the amendments effectuated are as follows:

- (a) Increased greatly the family allowance for children.
- (b) Increased family allowances for parents, brothers, and sisters who are dependent upon the enlisted man for chief support.

(c) Granted an initial family allowance for the month of entry into service in a pay status to wives, children, and parents, brothers, and sisters, who are dependent upon the enlisted man for their chief support, without any deduction from the pay of the enlisted man for such initial allowance.

(d) Included female enlisted personnel of all grades and aviation cadets within the provisions of the Act.

(e) Made dependents of enlisted personnel of the upper three grades eligible for family allowances and suspended monetary allowances in lieu of quarters for dependents, as authorized by Section 10 of the Pay Readjustment Act of 1942, for the period during which such family allowances are paid.

(f) Defined the eligible dependents of female enlisted personnel.

(g) Removed limitations as to amounts payable to children where living separate and apart from the enlisted man under a court order, written agreement, or divorce decree.

(h) Provided for prompt and equitable payment by the secretary of the department concerned of amounts due on death of a dependent.

(i) Clarified penal and administrative provisions.

Background of Dependency Benefits

The fact is little known that the present system, as administered for the Army by the Office of Dependency Benefits, has its roots far back in American life. Back in 1861, immediately after the outbreak of the War Between the States, when Fort Sumter fell on April 13, a citizen of Newark was the first man in the country to devise and organize a system for collecting and forwarding the pay of soldiers in the field to their families at home. This man, Marcus L. Ward, was the one-man ODB of his time, disbursing over two million dollars to dependents of soldiers in homes in New Jersey, New York, and New England. He used his own funds to employ eight clerks, and was given the use of an entire floor in the Newark Customs House to carry out his system, which employed the co-operation of the chaplains and officers of the regiments. A portion of the soldier's pay was collected at the camps and deposited in a Newark bank for the credit of those designated by the soldiers. The Newark Public Library has in its possession many old checks for family benefits, signed by Marcus L. Ward as paymaster for the New Jersey troops, the position to which he was appointed by his friend, Abraham Lincoln. No contribution by the Government was involved since Congress was not in session when the fall of Fort Sumter touched off the spark of the Civil War.

Thereafter, some of the states made provision for payments of varying sums to the dependents of men in military service. In some instances, where the state did not add to the soldier's contribution, the town or city in which he lived did so. On December 24, 1861, the 37th Congress passed an Act providing for the establishment of state commissions to handle allotments of pay made by the volunteer forces. In 1898, during the Spanish-American War, a large number of American troops were sent outside the continental limits of the United States. It then became necessary for the Government to enact some suitable legislation under which the families left behind would be provided for. It was decided to have the War Department act as a financial agent for men during their absence on distant duty. Accordingly, on March 2, 1899, the 55th Congress passed the basic law under which allotments of pay are administered today. Again, no Government contribution was contemplated. As originally passed, the law read:

"That the Secretary of War be, and he is Hereby authorized to permit enlisted men of the United States Army to make allotments of their pay, under such regulations as he may prescribe, for the support of their families or relatives, for their own savings, or for other purposes, during such time as they may be absent on distant duty, or under other circumstances warranting such action."

This allotment system with a number of amendments has continued to be a permanent Army service. It was not until October 6, 1917, during World War I, that the 65th Congress established the first nationwide Family Allowance system. It was administered by the Bureau of War Risk Insurance in the Treasury Department and although not as comprehensive as is the present-day system, it provided a basis for the Act which is now in operation.

Provisions of the Act

The Servicemen's Dependents Allowance Act of 1942 as amended provides for the payment of family allowances by the Government to the dependents of all enlisted men in the Army, Navy, Marine Corps, and Coast Guard. Under the original law family allowances were payable only to the dependents of enlisted men in the fourth, fifth, sixth, and seventh pay grades. In the Army, these four grades are: private, private first class, technician fifth grade, corporal, technician fourth grade, and sergeant. Enlisted men of the first three grades who have dependents have been entitled under another law to receive Government quarters or a rental allowance in lieu thereof. Such an enlisted man with a wife receives a monetary allowance of \$37.50 per month; the Government contribution to the family allowance is \$28 per month. For this reason the amendments also provide that the enlisted man may elect once, but only once, as to which benefits he prefers. This right of election, however, exists only in favor of those enlisted men in the first three pay grades who are receiving a monetary allowance in lieu of quarters for dependents, or who are entitled thereto and have filed application therefor at the date of approval of the amendments. It does not exist with regard to men promoted after approval of the amendments. In the case of an enlisted man whose dependents are receiving family allowances and occupying public quarters, a deduction from or charge to his pay will be made at the rate of 90 cents per day.

The family allowances under the amended law are payable for any period during which an eligible enlisted man is in the active military service of the United States on or after November 1, 1943, during the existence of any war declared by Congress and the six months immediately following the termination of any such war. The monthly family allowance payable to the dependent or dependents of an enlisted man consists of the Government's contribution to such allowance and the reduction in or charge to the pay of such enlisted man. One exception to this, provided for by the amendments, is the initial family allowance payment for the month in which the man enters into active service, in a pay status, the full amount of which is to be borne by the Government. The amount of the family allowance payable to the dependent or dependents of an enlisted man will depend upon the number of such dependents, their relationship to the enlisted man, and the extent of their dependency upon the enlisted man.

For the purposes of the amended Act, dependents are divided into three classes: Class A, Class B, and a new Class B-1. Class A relatives include wives, children, and former wives divorced who have not remarried and to whom alimony has been decreed and is still payable. Class B and Class B-1 dependents include parents, brothers, and sisters. Class B dependents must be dependent upon the soldier for a substantial portion of their support in order to be eligible. The new Class B-1 dependents are those dependent upon the enlisted man for their "chief support" and not merely for a "substantial portion" of their support. "Substantial portion of

The Secretary of the United States Department of the Interior has received from the United States Geological Survey a report on the results of the geological survey of the Colorado River and its tributaries. The report is a valuable contribution to the knowledge of the geology of the Colorado River and its tributaries. It contains a detailed description of the geology of the Colorado River and its tributaries, and a list of the geological formations and their relative positions. The report is a valuable contribution to the knowledge of the geology of the Colorado River and its tributaries.

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Geological Survey of the Colorado River and its Tributaries

The geological survey of the Colorado River and its tributaries has been conducted by the United States Geological Survey. The survey has been conducted in the Colorado River and its tributaries, and has resulted in a detailed description of the geology of the Colorado River and its tributaries. The report is a valuable contribution to the knowledge of the geology of the Colorado River and its tributaries. It contains a detailed description of the geology of the Colorado River and its tributaries, and a list of the geological formations and their relative positions. The report is a valuable contribution to the knowledge of the geology of the Colorado River and its tributaries.

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his support" covers cases in which this criterion of chief support is not reached and yet the degree is "substantial." The family allowances payable to Class B or Class B-1 dependents are payable only upon the application of the enlisted man or upon the application of the dependents with the consent of the enlisted man. Family allowances payable to Class B or Class B-1 dependents may be terminated at any time by the enlisted man. Class A relatives do not have to be dependent upon the soldier in order to be eligible for a family allowance. That an enlisted man's Class A relatives are gainfully employed, financially independent, members of such military organizations as the Women's Army Corps, supported and maintained in an institution at public expense, mentally incompetent, or have executed waivers of dependency upon the enlisted man, has no bearing on their eligibility for a family allowance. Any relative or dependent of an enlisted man who does not come within the definition of a relative or dependent as explained above is not eligible for a family allowance, including a wife living separate or apart from an enlisted man under a court order or a written agreement which fixes no amount for her support, a former wife divorced to whom no alimony is payable, a woman whose marriage to an enlisted man has been annulled, stepchildren who are not members of the enlisted man's household, or such other relatives not specifically mentioned, such as great-grandparents, step-grandparents, nephews, and nieces.

The total family allowance payable to a wife under the amended law continues at the rate of \$50 per month. The wife will get \$50 irrespective of the existence of other dependents. However, the allowance payable to a wife and one child is increased from \$62 to \$80. An additional \$20 is now contributed by the Government for each additional child instead of the previous amount of \$10. The amount of the family allowance in the case of an enlisted man who has two children but no wife is increased from \$52 to \$62. An additional \$20 is added to the \$62 for each child in excess of two. The maximum amount payable to a former wife divorced remains \$42.

Those dependents who qualify under the category Class B receive \$37 as a total, irrespective of number and irrespective of whether there are Class A dependents. The rates for a Class B-1 dependent are based on the premise that a mother dependent upon a son for chief support should receive the same amount as a wife. Thus one parent in Class B-1 receives \$50 per month. Two parents receive \$68. A parent with a brother or sister receives \$68, with an additional \$11 for each brother and sister. A brother or sister, but no parent, dependent for chief support receives \$42 per month, with an additional \$11 for each additional brother or sister.

The deduction from or charge to the pay of an enlisted man to whose dependent or dependents a family allowance is paid is \$22 if he has Class A or Class B or Class B-1 dependents, and \$27 if he has Class A and Class B or Class B-1 dependents.

Provision is made in the amended law for the division of allowances among dependents for whose benefit they are paid. It is intended that the division between dependents of a different relationship be fixed as provided in the section dealing with the amounts. For example, if the enlisted man has a wife and one child, the wife's allowance is \$50 and the child's is \$30; in the case of a wife divorced and one child, the wife divorced receives an allowance of \$42 (provided there exists an effective alimony decree giving her \$42 or more per month), and the child \$30; in the case of a parent and one sister, both dependent upon the enlisted man for chief support, the parent's allowance is \$50, and the sister's \$18. However, a general rule of equal division is applicable where separate payments are necessary as between children, parents, and brothers or sisters, each as a distinct class. For example, if the enlisted man has a wife and two children,

The "dependent" category means in this context of child support is not provided as for the purpose of "dependent". The family allowance payable to Class B or Class C dependents are payable only when the application of the applicant or upon the application of the dependent with the consent of the married man. Family allowance payable to Class B or Class C dependents may be terminated at any time by the married man. Class A relatives do not have to be dependent upon the soldier in order to be eligible for a family allowance. That an eligible man, Class A relative are eligible regardless of whether they are dependent upon him or not. Military organizations on the woman's part have requested and obtained in the limitation of public expense, especially dependent upon the soldier's earnings. The eligible man, who is dependent upon the soldier for a family allowance, the relative or dependent of an eligible man who has been within the definition of a relative or dependent as explained above is not eligible for a family allowance. Furthermore, a wife living separate or apart from the soldier and under a court order or a written agreement which places no restraint upon her support, a former wife divorced so that no alimony is payable, a woman whose marriage to an eligible man has been annulled, associations who are not members of the military, and such other relatives not specifically mentioned, such as grandparents, step-grandparents, nephews, and nieces.

The total family allowance payable to a wife under the amended law conditions at the rate of \$50 per month. The wife will get \$50 irrespective of the existence of other dependents. However, the allowance payable to a wife and one child is increased from \$50 to \$60. An additional \$10 is now contributed by the Government for each additional child instead of the previous amount of \$50. The amount of the family allowance in the case of an eligible man who has two children but no wife is increased from \$50 to \$70. An additional \$20 is added to the \$50 for each child in excess of two. The maximum amount payable to a former wife divorced remains \$45.

These dependents who qualify under the category Class B receive \$17 as a total irrespective of number and irrespective of whether there are Class A dependents. The total for a Class B-I dependent who lives on the premises with a mother dependent upon a man for child support should receive the same amount as a wife. Thus one parent in Class B-I receives \$50 per month. The parents receive \$45. A parent with a brother or sister receives \$45, with an additional \$11 for each brother and sister. A brother or sister, but no parent, dependent for child support receives \$45 per month, with an additional \$11 for each additional brother or sister.

The deduction from or charge to the pay of an eligible man to whom the dependents or dependents a family allowance is paid is \$25 if he has Class A or Class B or Class B-I dependents, and \$27 if he has Class A and Class B or Class B-I dependents.

Provision is made in the amended law for the division of allowance money between dependents for whose benefit they are paid. It is intended that the division between dependents of a different relationship be fixed as provided in the section dealing with the amounts. For example, if the eligible man has a wife and one child, the wife's allowance is \$50 and the child's is \$10; in the case of a wife divorced and one child, the wife divorced receives an allowance of \$45 (provided there exists an effective alimony decree which has \$45 or more per month), and the child \$10; in the case of a parent and one sister, both dependent upon the eligible man for child support, the parent's allowance is \$50, and the sister's \$17. However, a recent rule of equal division is applicable where separate payments are necessary as between children, parents, and brothers or sisters, such as a distant niece. For example, if the eligible man has a wife and two children,

the wife's allowance is \$50 and that of each of the children is \$25; in the case of a wife divorced and two children, the allowance to the wife divorced is \$42 (subject to above proviso), and that of each of the children is \$25; in the case of two parents, a sister, and a brother, all dependent upon the enlisted man for their chief support, each parent's allowance is \$34, and the allowance of each sister and brother is \$11; in the case of one parent and a brother and sister, all dependent upon the enlisted man for their chief support, the parent's allowance is \$50 and that of the brother and sister is \$14.50 for each.

Since September 1, 1943, when the Women's Army Corps became an integral part of the Army, the benefits of the Servicemen's Dependents Allowance Act of 1942 were extended to eligible enlisted women. Under the amendments to the Act it became desirable to make the rights of these members of the armed forces as nearly the same as practicable as those provided for male personnel. Some distinctions were necessary in view of the primary obligation of a father to support his child and wife not extending to the mother as to her child and husband. The "chief support" test is therefore applied to the Class A dependents of an enlisted woman. If such a dependent (Class A) is dependent upon the enlisted woman for his or her chief support, the payment of the allowance is mandatory. In such a case, the dependent husband receives the same amount as is provided for a wife. The rights of Class B and Class B-1 dependents of enlisted women are identical with those of enlisted men.

The Act further provides that all determinations of facts made by the Secretary of War for men in the Army are to be final and conclusive, and are not to be subject to review by accounting officers of the Government or the courts. It was recognized that since entitlement to family allowances and the amounts of such allowances are based upon facts which may change rapidly, and since changes in facts cannot in all cases be rapidly communicated to the Office of Dependency Benefits, it would be inevitable that some erroneous payments and overpayments of family allowances would be made. Therefore, the Act relieves disbursing officers from responsibility for erroneous payments and overpayments in all cases except those in which the erroneous payments and overpayments are due to the gross negligence of such officers or an intent on their part to defraud the United States.

Since the purpose of the Act is to provide for the payment to families of enlisted men of sums which are necessary to enable them to meet living expenses, the Act provides that family allowances paid are not assignable, are not subject to the claims of creditors, and are not liable to attachment, levy, or seizure by or under any legal or equitable process whatever. The original Act provided that no part of any family allowance may be paid to or received by any agent or attorney on account of services rendered in connection with an application. Obviously, any amount paid from any other source was not within the prohibition of the statute. The amended law attempts to create an effective sanction in the situation. The beneficiary of the family allowance is not subject to federal income tax thereon, unless such beneficiary is a former wife divorced or a wife legally separated from an enlisted man under a court order or decree, in which event the amount contributed by the enlisted man is to be included in the gross income of the beneficiary.

1. The first of these is the fact that the Commission has not yet received any information from the Government of the United States regarding the activities of the Committee for the Liberation of the Americas (CLA) in the United States. The Commission is therefore unable to determine whether the CLA is a legitimate organization or a subversive one.

RECEIVED
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State of California
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Stacy

100-443886-100

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
April 18, 1944

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

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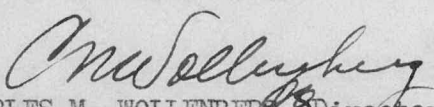
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

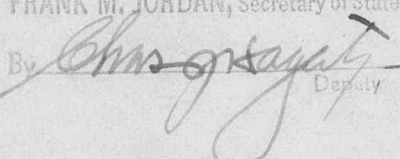
These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encls.
52:219

1944 APR 19 AM 10 55

FILED
In the office of the Secretary of State
of the State of California
APR 19 1944
FRANK M. JORDAN, Secretary of State
By  Deputy

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

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DEPARTMENT OF SOCIAL WELFARE

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MANUAL LETTER NO. 50

The material you receive herewith is to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters.

Welfare Personnel Standards	Revisions 39 thru 43
Personal Property	Revision 50
Income	Revisions 13, 14
Investigation and Decision	Revisions 19, 20, 21

These revisions, some of which were necessitated by the 1943 amendments, were approved by the Social Welfare Board on March 23, 1944.

Your attention is directed particularly to the following:

Sec. 074-40 outlines the conditions under which war duration appointments may be made.

Sec. 151-50 now covers monies paid to a recipient on order of the State Labor Commissioner.

Sec. 152-00 sets forth alternative methods of determining the cost of upkeep and repairs of rental property.

Sec. 250-10 contains the information which must be given on the Notification of Action of the Board of Supervisors (Form Ag, Bl, CA 239) or the substitute form adopted by the county.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

- k. Regular employees of a county welfare department who perform only intermittent, irregular, or occasional work on the programs mentioned in Definition 5, provided that the portion of the salary allocated to such program or programs does not exceed ten per cent (10%) of the minimum monthly rate of pay for his respective position.
 - l. Persons who serve a county welfare department intermittently, irregularly, or occasionally (including services rendered by State licensed professional personnel) and who are compensated on a contract or fee basis.
5. COUNTY AGENCY---the department or departments within the counties which administer Federal-State grants-in-aid as follows:
- a. Aid to Needy Children. (CHAPTER 1, PART 2, DIVISION 2, W&IC)
 - b. Old Age Security. (CHAPTER 1, DIVISION 3, W&IC)
 - c. Aid to the Needy Blind. (CHAPTER 1, PART 1, DIVISION 5, W&IC)
 - d. Child Welfare Services. (CHAPTER 1, SECTION 120, DIVISION 1, W&IC)
6. DEMOTION---a change in status of an employee, from a position in one class to a position in another class having lesser duties and responsibilities, and lower qualifications as described in Sec. 075-60, Demotion.
7. DIRECTOR---the Director of the SDSW.
8. DISMISSAL---the termination of employment of an employee for cause.
9. ELIGIBLE---an applicant for a merit examination who receives a final passing rating and whose name appears on an eligible list.
10. ELIGIBLE LIST---an officially promulgated list of eligibles for a class of position in the order of their final rating in a merit examination as described in Sec. 073-00, Establishment of Eligible Lists.
11. EMERGENCY APPOINTMENT---an appointment made during an actual emergency to prevent the stoppage of public business.

Sec. 070-00 WPS

DEFINITIONS

The following definitions apply throughout these rules, unless the context clearly requires another meaning:

1. APPOINTING AUTHORITY—the officer, board, commission, person, or group of persons authorized by statute or lawfully delegated authority to make appointments.
2. APPOINTMENT—the offer to and acceptance by a person of a position in the classified service through selection from an eligible list in accordance with Sec. 074-00, Original Appointments.
3. CLASS—a group of positions sufficiently similar as to duties performed, degree of supervision exercised or required, minimum requirements of education, experience, or skill, and such other qualifications that the same title, the same test of fitness and the same schedule of compensation may be applied to each position in the group.
4. CLASSIFIED SERVICE—all positions in the SDSW and county agencies except:
 - a. Members of the State Social Welfare Board.
 - b. The Director of the State Department of Social Welfare.
 - c. Members of any advisory board.
 - d. Personnel employed in county agencies performing duties entirely unrelated to administration of duties outlined in definition 5, unless the county board of supervisors specifically requests that such personnel be included in the Merit System in the classified service.
 - e. Members of county boards of supervisors.
 - f. Members of county welfare boards.
 - g. Physicians designated as approved ophthalmologists for aid in the blind examinations and paid on a fee basis for professional services.
 - h. State and local officials serving ex officio and performing incidental administrative duties in the public assistance and child welfare services program.
 - i. Janitors and gardeners employed by county agencies on a full-time or part-time basis.
 - j. Mechanics employed by county agencies in servicing and repairing automotive equipment.

20. PERMANENT EMPLOYEE---an employee who has permanent status.
21. PERMANENT STATUS---the status of an employee who is lawfully retained in his position after the completion of the probationary period provided in these rules.
22. PERSONNEL OFFICER---the Departmental Personnel Officer of the SDSW. Duties of this officer are described in Sec. 070-35, Personnel Officer.
23. POSITION---any office or employment in the classified service (whether part-time or full-time, temporary or permanent, occupied or vacant), calling for the performance of certain duties by an "employee" as defined by definition 12.
24. PROBATIONARY PERIOD---the first twelve months of employment following the date of original appointment to a permanent position as described in Sec. 074-50, Nature, Purpose, and Duration of Probationary Period.
25. PROBATIONARY STATUS---the status of an employee who has been certified and appointed from an eligible list or a promotional eligible list but who has not completed the probationary period.
26. PROBATIONER---an employee who has probationary status.
27. PROMOTION---a change in status of an employee, from a position in one class to a position in another class having higher duties and responsibilities and higher qualifications as described in Sec. 075-00, Method of Making Promotions.
28. PROMOTIONAL ELIGIBLE LIST---a list of persons eligible for certification for a specific class resulting from a promotional examination.
29. PROVISIONAL APPOINTMENT---an appointment made in the absence of any appropriate eligible list as provided for in these rules.
30. PROVISIONAL EMPLOYEE---an employee holding a position under provisional appointment.
31. REEMPLOYMENT LIST---a list of persons of a particular class, but regardless of the county agency, who have probationary or permanent status and who have been legally laid-off.

12. **EMPLOYEE**--Any person in the employ of the SDSW not now covered by the State Civil Service Act or by related statutes, or in the employ of a county agency who is engaged on a full- or part-time basis in the administration and operation of State public assistance and Child Welfare Services programs; except that the provisions of this section shall not apply to:
- a. Persons specifically exempted under definition 4 of this section;
 - b. Personnel of welfare departments in the five civil service counties, and in such additional counties as may hereafter adopt a merit system in accordance with the State enabling statutes; it shall be understood, however, that in view of the responsibility of the SSWB for development and maintaining standards to insure proper and efficient administration of the State public assistance and Child Welfare Services programs, it shall be the duty of the SSWB to approve, and from time to time review for maintenance of standards, the aforementioned merit systems covering the personnel of county agencies of those counties in the State now operating under a merit system and such additional counties as may elect to establish merit systems by ordinance at some future date.
13. **EMPLOYMENT LIST**--eligible list, promotional eligible list and reemployment list.
14. **EXAMINING AGENCY**--the State Personnel Board (or any duly authorized employee of the State Personnel Board) or other public personnel agency, selected by the SSWB, to conduct the merit system examinations.
15. **EXEMPT POSITION**--a position herein designated as a position exempted from the application of this rule.
16. **LAY-OFF**--termination of employment of an employee without prejudice, because of lack of funds or work, because of natural changes of duties or organization, or in order to permit reinstatement of employee upon his release from period of military service in the armed forces of the U. S.
17. **LIMITED TERM APPOINTMENT**--an appointment from an eligible list to a position which is established for a limited period not to exceed one day less than the probationary period.
18. **LIMITED TERM EMPLOYEE**--an employee who holds a position under limited term appointment.
19. **MINIMUM QUALIFICATIONS**--the qualifications of education and experience, and other qualifications to be measured by written examination or by written examinations and qualification appraisal interviews, as prescribed for a given class in the agencies' classification plan.

40. ~~WAIVER~~—the voluntary relinquishment by an eligible of any right to consideration for appointment and assign-ment to a specific position.
41. ~~WAR DURATION APPOINTMENT~~—an appointment made under the provisions of Sec. 074-40, War Duration Appointments.
42. ~~WAR DURATION CLASS~~—means a class established under the provisions of Sec. 074-40 for a period not to exceed 180 days after the termination of the war.
43. ~~WAR DURATION EMPLOYEE~~—means a person holding a position in the merit system by reason of a war duration appoint-ment.
44. ~~WAR DURATION POSITION~~—means any merit system office or employment held by a war duration employee. (Malc 119.5 119.6

32. RESIGNATION--the termination of employment of an employee made at the request of the employee.
33. SDSW--the State Department of Social Welfare as provided by Statutes 1937, Chapter 397, exclusive of the Social Welfare Board.
34. SALARY or WAGE--the amount of money or credit received as compensation for service rendered exclusive of mileage, traveling allowances, and other sums received for actual and necessary expenses incurred in the performance of duties in a position of the classified service.
35. SALARY ADVANCEMENT--an increase in salary within the salary range prescribed for the class by the agencies' compensation plan.
36. STATE AGENCY OR SSWB--the Social Welfare Board duly constituted as provided by Statutes 1937, Chapter 397.
37. SUSPENSION--an enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.
38. TRANSFER--a change from one position to another in the same class or in another class having the same or comparable duties, responsibilities, and entrance qualifications as described in Secs. 075-50, Inter-Agency Transfer of Employee, and 075-55, Inter-Class Transfer of Employee.
39. VETERAN--any person who has served in the U.S. Army, Navy, Marine Corps, Revenue Marine Service, or as an active nurse in the service of the American Red Cross, or in the Army and Navy Nurse Corps in time of war, or in any expedition of the armed forces of the U. S., and received an honorable discharge or certificate of honorable active service, proof of which shall be submitted prior to the date of the examination and under the conditions prescribed by the SSWB. The term "veteran" shall include also any person who has been inducted into the armed forces of the U. S. under the provisions of the Selective Training and Service Act of 1940 and who has received an honorable discharge therefrom.

Sec. 070-25 WPS

MERIT SYSTEM
ADVISORY
COMMITTEE

In order that the SSWB may benefit from consultations and secure the fullest possible information on problems arising from installation of the merit system in counties on a State-wide basis, SSWB may appoint a Merit System Advisory Committee which shall include representatives of the County Supervisors' Association of California and representatives of the Association of California's Executives of Public Welfare. (W&IC 119.5, 119.6)

Sec. 070-30 WPS

OUTSIDE AGENCY
ADMINISTERING
EXAMINATIONS
AND MAINTAIN-
ING ELIGIBLE
LISTS

In conformity with these rules, the SSWB shall contract with examining agency for administration of the merit system as it relates to preparation, administration, and scoring of examinations; preparation, custody, and maintenance of eligible lists; determination of availability of eligibles for appointment; certification for appointments; determination of adequacy of existing eligible lists; and such other duties as may be prescribed herein or by the SSWB. All services rendered by examining agency shall be on a cost basis.

The agency preparing examinations and maintaining eligible lists shall maintain an office separate and distinct from the offices occupied by SDSW or any county agency. (W&IC 119.5, 119.6; FSSB)

Sec. 070-20 WPS

ORGANIZATION
FOR MERIT
SYSTEM

The SSWB shall have jurisdiction over this merit system plan and responsibility:

1. To adopt necessary rules for administration of a comprehensive State-wide merit system;
2. To establish general policy and to maintain general supervision over administration of a State-wide merit system, including consultation on preparation and weighting of examinations;
3. To adopt classification plan and compensation plan after consulting with the county agencies;
4. To conclude a contract with examining agency for conducting merit system examinations and for maintaining eligible lists, and for performing other technical personnel services as required as well as to consult with examining agency and establishing general policies for administration of the merit system examinations;
5. To provide for the hearing of all personnel appeals arising from examination procedures which will be heard by the SSWB in the manner prescribed in Sec. 076-50, Appeal for Review of Examinations.
6. To promote public understanding of the merit system;
7. To issue reports;
8. To review and consider recommendations for amendments to these rules;
9. To make recommendations to the county agencies relative to their internal personnel practices to assure conformity with these rules;
10. To review personnel operations and to take any action provided by law necessary to enforce the provisions of these rules. (W&IC 119.5, 119.6; FSSB)

Sec. 073-90 WPS

VOLUNTARY
WITHDRAWAL
FROM ACTIVE
LIST

An eligible may at any time have his name temporarily withdrawn from employment list and placed upon inactive list on giving in writing reasons satisfactory to SDSW, and his name may be restored to employment list at discretion of SDSW upon written application of eligible during period of his eligibility. (W&IC 119.5, 119.6)

Sec. 074-00 WPS

ORIGINAL
APPOINTMENTS

All appointments to positions in the county agencies exclusive of exempt positions shall be made in accordance with this rule. Selection shall be made for each position from the three highest available names on the certificate submitted in accordance with provisions of Sec. 073-60, Certification of Names.

In selecting persons from among those certified, appointing authority shall be permitted to examine their applications and reports of investigations and to interview them. Final selection shall be reported by appointing authority to SDSW on Form PS-20 (Notice of Appointment).

If eligible selected declines appointment, evidence of declination and other such data shall be transmitted to examining agency for permanent record.

Before appointment eligible may be required to pass a satisfactory physical examination. (W&IC 119.5, 119.6; FSSB)

Sec. 073-75 WPS

ACCEPTABLE
CONDITIONS OF
EMPLOYMENT

Examining agency shall ascertain from each eligible the salary, tenure, location, and other pertinent conditions of employment under which eligible will accept appointment, and such statement of acceptable conditions of employment by eligible shall constitute an automatic waiver of certification to positions having less acceptable conditions of employment. Conditions of employment acceptable to an eligible may at any time be changed at his written request, but in such event he shall not be entitled to consideration for appointment to any position for which certifications have already been forwarded to appointing authority, unless an eligible previously certified should subsequently waive.

(W&IC 119.5, 119.6)

Sec. 073-80 WPS

WAIVER OF
APPOINTMENT

An eligible may, for a reason satisfactory to SDSW, waive appointment after certification, but after three such waivers of permanent appointment to positions in any given class, his name shall be removed from the employment list for that class, and he shall not be eligible for further certification from that list. In extraordinary cases where waivers are caused by circumstances beyond control of the eligible, SDSW may restore the eligible to the list on a satisfactory explanation to SDSW of reasons for waiver. (W&IC 119.5, 119.6)

Sec. 074-15 WPS

PROVISIONAL
APPOINTMENTS

If, in the opinion of appointing authority, there are urgent reasons for filling a position and there are no eligibles on any appropriate employment list, appointing authority may submit to SDSW on Form PS-16 (Statement of Qualifications for Provisional Appointment) the name of the person to fill the position pending examination and establishment of an eligible list. If such person's qualifications have been certified by examining agency as meeting minimum requirements as to training and experience for the position, such person may be provisionally appointed to fill existing vacancy only until an appropriate eligible list is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefor, in accordance with these rules. No provisional appointment shall be continued for more than ninety (90) days after an appropriate eligible list has been established for the class of position and in no event for more than six (6) months from date of appointment; except that when a provisional employee has filed a relevant examination appeal which is granted a hearing by the SSWB, his appointment may continue during the pendency of such appeal in accordance with the provisions of the rules governing provisional appointments. Successive provisional appointments of same person shall not be permitted and a position shall not be filled by repeated provisional appointments. Expiration of a provisional appointment shall be reported to SDSW on Form PS-21 (Report of Separation).

The period of provisional appointment shall not constitute a part of the probationary period except as provided in Sec. 074-50, Probationary Period. Employees not covered by Sec. 074-10, Employees Appointed Prior to Adoption of These Rules, and all appointments made subsequent to the adoption of these rules but prior to the holding of examinations, shall be regarded as provisional employees.

For the duration of the war emergency, provisional appointments may be extended at the end of the six months' period with the approval of the Department, and successive provisional appointments of the same individual to different positions and successive

Sec. 074-10 WPS

EMPLOYEES APPOINTED
PRIOR TO DATE OF
ADOPTION OF THESE
RULES

An employee who is certified by the agency as having given satisfactory service on or before December 31, 1939, may be admitted to the examination for the position held by him as of that date, without regard to minimum qualifications of training and experience. Upon certification of examining agency that he has qualified in the examination held in accordance with the provisions of Sec. 071-55, Types of Examinations, he may be appointed as a permanent employee. Permanent status of such an employee shall date from certification of examining agency that he has qualified in the examination.

An employee, certified in accordance with paragraph 1 of this section as having given satisfactory service, who has been transferred or promoted to another position subsequent to December 31, 1939, but prior to the examination for the position currently held, shall be required to submit adequate evidence to SDSW that he possesses required ability and fitness to perform duties of the position in order to be admitted to the examination for that position. Such an employee may, on certification of examining agency that he has qualified in examination for that position, be retained as a permanent employee. Permanent status of such an employee shall date one year from date of appointment to the position after certification by the examining agency that he has qualified in examination. An employee, transferred or promoted as described above, who fails to qualify in the examination for the position currently held by him may, on certification of examining agency that he has qualified in the examination for the position held by him on December 31, 1939, be retained in that position provided there is a vacancy in the class.

An employee who fails to qualify in the examination for either of the positions referred to in paragraphs 1 and 2 of this section shall be removed from his position within ninety (90) days after establishment of a list of eligibles for such position or positions. (W&IC 119.5, 119.6; FSSB)

Sec. 074-35 WPS

LIMITED TERM
APPOINTMENTS

If an employee is needed for a temporary period, a certification shall be made by the examining agency of names of those eligibles, in the order of their places on an appropriate employment list, who have indicated willingness to accept limited term employment.

Certification shall be made in manner set forth in Sec. 073-60, Certification of Names. Appointments shall be made in same manner as prescribed in this rule for probationary appointments. Duration of a limited term appointment shall be limited to a period not to exceed one day less than probationary period. Acceptance or refusal of an appointment shall not affect an eligible's standing on an eligible list or his eligibility for a probationary appointment, and the period of temporary service shall not constitute a part of a probationary period. Successive limited term appointments to same position shall not be made nor shall an employee receive continued limited term appointments. Expiration of a limited term appointment shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6; FSSB)

provisional appointments to the same position may be made in exceptional circumstances subject to the following conditions:

1. That an examination has been publicly announced or will be announced by the examining agency prior to a date not exceeding six months after the beginning date of each provisional appointment, or that if after an examination has been announced the examining agency has found that a sufficient number of applicants has not filed to assure adequate competition.
2. That in the absence of a definite examination date, provision shall be made to accept continuous receipt of applications for an examination for a given class as outlined in Sec. 071-80, Filing Applications, and the examination is to be held whenever the examining agency, with the concurrence of the Board, finds that enough applicants have filed to assure adequate competition.
3. That, where there is an established eligible list for a given classification but there are no immediately available eligibles for appointment, the Department may approve the extension of a provisional appointment in accordance with the provisions outlined under (1) and (2).
(W&IC 119.5, 119.6; FSSB)

Sec. 074-30 WPS

EMERGENCY APPOINTMENTS

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate eligible lists, appointing authority may appoint a person or persons without regard to other provisions of these rules governing appointments. In no case, however, shall an emergency appointment continue for a longer period than ninety (90) days in any twelve-month period unless approved by SSWB. Each emergency appointment shall, when appointment is made, be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). When emergency appointment terminates the SDSW shall be notified by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6; FSSB)

his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position.

Appointing authority shall make a written request for authorization to appoint a war duration appointee on a Form PS-18 (Request for Certification) together with a Form PS-16 (Statement of Qualifications for Provisional Appointment). Final selection shall be reported by appointing authority to SDSW on Form PS-20 (Notice of Appointment) and expiration of a war duration appointment shall be reported on Form PS-21 (Report of Separation).

(W&IC 119.5, 119.6; FSSB)

Sec. 074-40 WPS

WAR DURATION
APPOINTMENTS

Whenever the United States is engaged in war, the SSWB may provide for the making of war duration appointments for the duration of such war in those classes in which the best interest of the service would be served by such appointments. Such appointments shall automatically terminate 180 days after the termination of the war.

War duration appointments shall be subject to the following conditions:

1. War duration appointments may be made only in the absence of available merit system eligible lists.
2. War duration appointments will continue at the pleasure of the appointing authority, but not to exceed 180 days after the termination of the war.
3. War duration appointments shall be replaced within 90 days after a regular eligible list is established by a subsequent examination for the class of position filled by the war duration appointee, provided there are three or more available eligibles willing to accept the position held by the war duration appointee.
4. War duration appointments, once made, shall not be affected by the return of inactive eligibles to the active eligible list.
5. War duration appointments may be made, provided that the candidate has been certified by the examining agency as meeting the war duration minimum qualifications established by the SSWB for the class of position.
6. War duration appointees shall not be required to take a merit system examination for their tenure.

No war duration appointee may acquire merit system status except through appointment from a regular eligible list.

Service under a war duration appointment shall count toward the computation of salary adjustment, sick leave, vacation eligibility, and examination experience credit.

A permanent or probationary employee who has accepted a war duration appointment in a higher class shall, if he so desires, at the termination of the war duration appointment, be reinstated in

Sec. 146-00 OAS, ANB, APSB, ANC

CONVERSION
OF PROPERTY

Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received together with other real or personal property holdings are not in excess of the maximum permitted by the respective category of aid. Aid shall be discontinued when the total holdings exceed the maximum permitted. (See SEC. 134-10, REAL PROPERTY SOLD BY RECIPIENT, AND SEC. 134-15, ACQUISITION OF REAL PROPERTY BY EXCHANGE.)

Personal property of one type may be converted into personal property of another type, and eligibility continue, so long as the value of personal property holdings does not exceed the maximum for the particular category of aid, e.g., the exchange of stocks and bonds for cash, or in OAS, ANB, and APSB the exchange of equipment for a car and vice versa.

The following represents some types of conversion of property from one form to another: (See SEC. 141-00, TYPES OF PERSONAL PROPERTY.)

1. Principal payments on property sold under contract of sale.
2. Indemnity payments for land taken over by the Government through exercise of the right of eminent domain.
3. Payment received for Indian allotments sold by the U.S. Government upon the petition of the Indian for whom the property is held in trust.
4. Lump sums received from the maturing of life insurance policies, or surrender of them for their cash value.

(W&IC 1520, 1521, 1560, 2140, 2163, 2164, 2165, 3047, 3075, 3447, 3460; AGO NS801, NS4943)

Sec. 145-10 OAS, ANB, APSB, ANC

PERSONAL PROPERTY
ACQUIRED BY
INHERITANCE

The value of personal property acquired through inheritance shall be taken into account together with the value of other personal property holdings in determining eligibility in accordance with the provisions of the respective category of aid. (SEE SEC. 144-10, DETERMINATION OF PERSONAL PROPERTY VALUE OF UNDISTRIBUTED ESTATES.) Exception: When the recipient receives, through the death of the spouse, personal property which was held in joint tenancy, or is the beneficiary of insurance of a spouse or in ANC a child, such property or funds may be considered as being encumbered or charged with the funeral expenses of the deceased. When verification has been made that all or a portion of such property or funds has been used, in a reasonable amount, to defray such expenses, property or funds so used shall be deducted before determining the net value of such property or funds. Only the net value so computed, shall be considered in determining eligibility. (W&IC 1521.5, 1560, 2140, 2163.1, 3047.5, 3075, 3448, 3460; CC 654; AGO NS4769)

judgment vacated, the value of the judgment shall not be considered in determining eligibility.

When a judgment is the subject of an action brought by the judgment debtor in a higher court to vacate the judgment, and the judgment creditor is prohibited from executing the judgment, that portion of the value of the judgment remaining unsatisfied shall not be considered in determining eligibility during the pendency of such court action.

A cash settlement accepted in lieu of a judgment is considered personal property. (W&IC 1560, 2140, 3075, 3460)

Sec. 146-05 OAS, ANB, APSB, ANC

JUDGMENTS AND
COMPENSATION
AS PERSONAL
PROPERTY

A lump sum received in payment of a judgment or as the result of compensation laws represents personal property. The term judgment as used herein refers to a punitive judgment granted because of damages sustained by either the person or property of the applicant or recipient.

The amount received from a judgment or as the result of compensation laws shall be ascertained and when the personal property holdings including the lump sum do not exceed the maximum for the particular category of aid, there is no occasion for interruption of aid.

When weekly or other periodic payments are received as benefits under the provision of compensation laws such payments represent income rather than personal property. (SEE SEC. 151-50, NET INCOME FROM WAGES, SALARIES AND COMMISSIONS.) (AGO 7613)

The value of a judgment which has not been executed shall be considered in determining eligibility under personal property requirements of the respective category of aid. When the judgment is against a solvent corporation, the value of the judgment shall be considered equal to the amount of the judgment.

When the judgment is against some one other than a solvent corporation, the county shall determine the ability of the judgment debtor to pay after a complete financial investigation, e.g., a credit report, has been secured on the judgment debtor. Determination of ability to pay rests within the discretion of the county.

When the judgment cannot be executed because the debtor or his property cannot be located, or the judgment creditor has the

Sec. 151-10 ANC

DEFINITION
OF INCOME
IN ANC

Income is that which is actually available (not potential income). Income means net income after allowing for all normal items of expense incident to its receipt. (SEE SEC. 151-40, DEFINITION OF SMALL INTERMITTENT INCOME IN ANC.) (W&IC 1560)

Sec. 151-20 OAS, ANB, ANC

DEFINITION
OF RESOURCE

A resource is a holding of either real or personal property. The value of the "use of resources" means the net return from the resource and not the value of any capital portion of it. (SEE SEC. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.) (W&IC 1560, 2140, 3075)

Sec. 151-00 OAS, ANB, APSB

DEFINITION
OF INCOME

Income, other than casual income, is that which is actually available (not potential income) and which is received with sufficient regularity to form a basis on which the recipient may with security plan the necessary expenditures for his maintenance. Income means net income, i.e., that amount which remains after allowing for all normal items of expense incident to its receipt. Income may be in cash or it may be the value of a contribution in kind which materially assists the recipient in meeting his recurring basic needs, such as free rent, free board and room maintenance, etc.

Current income is that which is received in the current month or during the two months immediately preceding the current month. Regardless of the period over which it accrued it shall be considered income in the month received.

(SEE SECS. 151-30, DEFINITION OF EXEMPT INCOME IN APSB, AND 150-40; DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.) (W&IC 2140, 3075, 3460)

Sec. 151-40 ANC

DEFINITION OF
SMALL INTER-
MITTENT INCOME
IN ANC

Small, intermittent income is that income which is received in small amounts, without sufficient regularity to be counted in partially meeting the recurring budgetary requirements as determined for the family.

The grant shall not be decreased because of the receipt of small intermittent income.

Such income may include:

1. Income from parents' occasional employment;
2. Occasional earnings of children in the fruit, and other odd jobs;
3. Occasional rent of rooms;
4. Small gifts in cash or in kind;
5. Other similar types of irregular income. (W&IC 1560)

Sec. 151-30 APSB

DEFINITION OF
EXEMPT INCOME
IN APSB

Exempt income means the combined net income received from certain specific sources up to \$400 per year, which may be received without deduction from the grant.

These sources are:

1. Income from applicant's labor or service;
2. Value of foodstuffs produced by applicant or his family for his use or that of his family;
3. Value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
4. Value of gifts other than regular contributions by legally responsible relatives;
5. Value of use and occupancy of premises owned and occupied by applicant;
6. Net income from real or personal property owned by applicant. (W&IC 3472)

After the exempt net income exceeds \$400 in a given year, an adjustment shall be made in the amount of aid and the total net income including aid shall not exceed \$50 per month. (SEE SEC. 361-15, ADJUSTMENT IN AMOUNT OF GRANT.)

An APSB recipient may have net income totaling \$400 per year from exempt sources and continue to receive the maximum amount of aid, unless a smaller grant must be given because he is receiving contributions from legally responsible relatives or any other non-exempt income. (SEE SEC. 153-80, ALLOCATION OF INCOME TO SPOUSE.)

A blind person making application for aid who has a regular monthly net income in excess of \$83.33 per month is deemed to have income sufficient to provide a reasonable and decent standard of living and is ineligible to aid. (W&IC 3460, 3472)

Sec. 151-60 OAS, ANB, APSB, ANC

INCOME FROM
ANNUITIES,
PENSIONS, COM-
PENSATION, TRUST
FUNDS, ETC.

Moneys received from the following sources constitute income in the month received: (This list is not necessarily all-inclusive.)

1. Annuities;
2. Pensions (civil and military), including allowances to dependents of service men;
3. Benefits from industrial concerns, unions or lodges;
4. Old Age and Survivors Insurance
5. Industrial compensation payments except when the full award is made in a single payment. (A single payment in satisfaction of the full award is personal property.);
6. Unemployment compensation payments;
7. Trust funds;
8. In OAS, ANB, and APSB, services or care received under an enforceable contract.

For methods of verifying UI and OASI see Secs. 233-30, Verification of Unemployment Insurance, and 233-35, Verification of Old Age and Survivors Insurance. (W&IC 1511, 1560, 2020.01, 2140, 3075, 3084, 3460, 3472)

Sec. 151-50 OAS, ANB, APSB

NET INCOME
FROM WAGES,
SALARIES AND
COMMISSIONS

The net income from wages, salaries or commissions paid for services rendered is that amount which remains after allowing for the additional expense incurred by the recipient incident to the securing and retention of the employment. Such expenses may include:

1. Food--The reasonable cost of lunches or other meals necessarily purchased away from home due to employment.
2. Clothing--The cost of purchase of suitable clothing for employment. Although purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
3. Laundry and Cleaning Service--The cost of laundry and cleaning service if necessary because of employment.
4. Transportation--Cost of transportation incident to employment.
5. Union Dues--If union dues are paid.
6. Equipment--This may include the cost of tools necessary to the employment, the cost of camp tents, camp stoves, etc., if necessary because of employment away from home.

The case record shall show the method used in verifying the gross income. Those items which are deducted from the gross shall be clearly set forth so that the method by which the net income is computed is clearly indicated.

Monies paid to a recipient on the order of the State Labor Commissioner or as the result of court action and which represent delayed payment of wages for past services rendered shall be considered income in the month received. (SEE SEC. 146-05, JUDGMENTS AND COMPENSATION AS PERSONAL PROPERTY.) (W&IC 2140, 3075, 3460)

In OAS and ANB net income which is determined to be casual income shall be disregarded when determining the grant of aid. (SEE SECS. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES, AND 153-80, ALLOCATION OF INCOME TO SPOUSE.) (W&IC 2020.01, 3084)

BY HIS EMPLOYEE OR BY THE EMPLOYEE OF A CONTRACTOR WHO HAS CONTRACTED TO DO THE WORK ON A FARM OR IN CONJUNCTION THEREWITH OR INCIDENTAL THERETO.

"2. AGRICULTURAL LABOR DOES NOT INCLUDE: (A) WORK PERFORMED IN CANNERIES, PACKING HOUSES, DRYING SHEDS, BOX-MAKING, ETC., UNLESS PERFORMED ON THE FARM BY THE OWNER OR TENANT THEREOF OR HIS EMPLOYEES."

When question arises as to whether the employment is agricultural labor, as defined in Sec. 1607 of the Internal Revenue Code, Item 4, determination shall be made upon the basis of the employee's status as an "insured" worker in the OASI program. When no payroll deduction for OASI is made the worker shall be considered as employed in agricultural labor.

When the employment is not specifically covered by the definition of agricultural labor, but in the county's judgment it should be so considered, the person may be deemed to be so employed while the specific situation is referred to the SDSW and until the county is advised of a decision to the contrary.

The case record shall show all of the facts which led to the conclusion that the employment is agricultural labor. Ordinarily the facts reported by the recipient provide sufficient basis for determining that the employment is agricultural labor. When doubt arises as to the nature of the employment, and an investigation is therefore required, the case record shall contain the information given by the recipient as to the date employment began, date of termination and earnings. (W&IC 2020.05, 2140; US 78TH CONGRESS PUB L45; FSSB)

"(2) IN THE EMPLOY OF THE OWNER OR TENANT OR OTHER OPERATOR OF A FARM, IN CONNECTION WITH THE OPERATION, MANAGEMENT, CONSERVATION, IMPROVEMENT, OR MAINTENANCE OF SUCH FARM AND ITS TOOLS AND EQUIPMENT, OR IN SALVAGING TIMBER OR CLEARING LAND OF BRUSH AND OTHER DEBRIS LEFT BY A HURRICANE, IF THE MAJOR PART OF SUCH SERVICE IS PERFORMED ON A FARM.

"(3) IN CONNECTION WITH THE PRODUCTION OR HARVESTING OF MAPLE SYRUP OR MAPLE SUGAR OR ANY COMMODITY DEFINED AS AN AGRICULTURAL COMMODITY IN SECTION 15 (G) OF THE AGRICULTURAL MARKETING ACT, AS AMENDED, OR IN CONNECTION WITH THE RAISING OR HARVESTING OF MUSHROOMS, OR IN CONNECTION WITH THE HATCHING OF POULTRY, OR IN CONNECTION WITH THE GINNING OF COTTON, OR IN CONNECTION WITH THE OPERATION OR MAINTENANCE OF DITCHES, CANALS, RESERVOIRS, OR WATERWAYS USED EXCLUSIVELY FOR SUPPLYING AND STORING WATER FOR FARMING PURPOSES.

"(4) IN HANDLING, PLANTING, DRYING, PACKING, PACKAGING, PROCESSING, FREEZING, GRADING, STORING, OR DELIVERING TO STORAGE OR TO MARKET OR TO A CARRIER FOR TRANSPORTATION TO MARKET, ANY AGRICULTURAL OR HORTICULTURAL COMMODITY; BUT ONLY IF SUCH SERVICE IS PERFORMED AS AN INCIDENT TO ORDINARY FARMING OPERATIONS OR, IN THE CASE OF FRUITS AND VEGETABLES, AS AN INCIDENT TO THE PREPARATION OF SUCH FRUITS OR VEGETABLES FOR MARKET. THE PROVISIONS OF THIS PARAGRAPH SHALL NOT BE DEEMED TO BE APPLICABLE WITH RESPECT TO SERVICE PERFORMED IN CONNECTION WITH COMMERCIAL CANNING OR COMMERCIAL FREEZING OR IN CONNECTION WITH ANY AGRICULTURAL OR HORTICULTURAL COMMODITY AFTER ITS DELIVERY TO A TERMINAL MARKET FOR DISTRIBUTION FOR CONSUMPTION.

"AS USED IN THIS SUBSECTION, THE TERM 'FARM' INCLUDES STOCK, DAIRY, POULTRY, FRUIT, FUR-BEARING ANIMAL, AND TRUCK FARMS, PLANTATIONS, RANCHES, NURSERIES, RANGES, GREENHOUSES OR OTHER SIMILAR STRUCTURES USED PRIMARILY FOR THE RAISING OF AGRICULTURAL OR HORTICULTURAL COMMODITIES, AND ORCHARDS."

U.S. CODE—TITLE 29—LABOR—FAIR LABOR STANDARDS ACT READS:

"SECTION 203(F) 'AGRICULTURE' INCLUDES FARMING IN ALL ITS BRANCHES AND AMONG OTHER THINGS INCLUDES THE CULTIVATION AND TILLAGE OF THE SOIL, DAIRYING, THE PRODUCTION, CULTIVATION, GROWING, AND HARVESTING OF ANY AGRICULTURAL OR HORTICULTURAL COMMODITIES (INCLUDING COMMODITIES DEFINED AS AGRICULTURAL COMMODITIES IN SECTION 1141J(G) OF TITLE 12 AS AMENDED), THE RAISING OF LIVESTOCK, BEES, FUR-BEARING ANIMALS, OR POULTRY, AND ANY PRACTICES (INCLUDING ANY FORESTRY OR LUMBERING OPERATIONS) PERFORMED BY A FARMER OR ON A FARM AS AN INCIDENT TO OR IN CONJUNCTION WITH SUCH FARMING OPERATIONS, INCLUDING PREPARATION FOR MARKET, DELIVERY TO STORAGE OR TO MARKET OR TO CARRIERS FOR TRANSPORTATION TO MARKET."

THESE DEFINITIONS INCLUDE:

"1. AGRICULTURAL LABOR INCLUDES: (A) PERSONS WORKING ON A FARM; (B) PERSONS WORKING IN CONJUNCTION WITH THE FARM AND INCIDENTAL TO THE FARMING OPERATION, INCLUDING TRUCKING, PACKING, AND DRYING AS DONE BY THE FARMER HIMSELF OR

Sec. 152-00 OAS, ANB, APSB, ANC

NET INCOME
FROM REAL
PROPERTY

Net income from real property, other than the net value of occupancy of homes owned by recipients of OAS, ANB and APSB is that income which is available for the support of the applicant or recipient, or in ANC, the child or children, after deducting any expense in obtaining it, such as taxes, interest, upkeep and assessments. (See Sec. 152-10, OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENTS.)

Taxes, assessments, interest, etc., are a matter of record and are deducted in the amount required. The amount to be deducted for upkeep and repairs of each unit of rental property shall be determined in accordance with either of the following methods:

1. Deduct the amount actually expended for upkeep and repairs for each unit, or
2. Deduct 15% of the gross monthly rental value plus \$4.17 a month for each unit. When this method is used, no additional allowance is made to cover actual expenditures for upkeep and repair.

Principal payments on encumbrances are not deducted when determining net income from real property except as provided in Sec. 152-10. For exception in APSB see Sec. 151-90, Income from Crops or Livestock.

Net rental from property in which life estate is held shall be considered income. Net rental paid by one who is a responsible relative of the owner or the life tenant is interpreted as rental from property owned rather than as a contribution from a responsible relative. (W&IC 1560, 2140, 3075, 3460)

Under the ordinary life estate agreement the life tenant is assured occupancy of the property, is entitled to all the income therefrom and is responsible for payment of taxes, upkeep and other obligations to keep the property in good condition. In OAS, ANB, and ANC, when expense items for which the life tenant is responsible are paid by another, the amount thereof represents income. In APSB, when expense items for which the life tenant is responsible are paid by a responsible relative, the amount thereof represents "non-exempt" income; if paid by a non-responsible relative, such income represents "exempt" income. (W&IC 1511, 2020.01, 3084, 3472; CC 818, 840)

Sec. 151-95 OAS

INCOME FROM
AGRICULTURAL
LABOR

In OAS, income from agricultural labor in any amount shall not affect the amount of the grant when both of the following conditions are met: (1) The work from which the income is received falls within the definition of agricultural labor as set forth in Sec. 151-93, Definition of Agricultural Labor (SEE SEC. 233-25, VERIFICATION OF INCOME); (2) The recipient received an OAS grant in July, 1943, and his monthly grant since July, 1943, has not been in an amount greater than that paid to him in July.

When aid is restored to a recipient who received OAS in July, 1943, but whose aid was subsequently discontinued and when the restored amount is not in excess of the July, 1943, grant, income from agricultural labor is not considered in determining the grant of aid.

If the above conditions are met, the net income from crops or other farm products produced by a married couple on property owned, rented or leased to them constitutes exempt income from agricultural labor. Each of a married couple shall be considered to have a one-half share in the net income.

When each of a couple receives OAS in July, 1943, and has not received aid in a greater amount since that month, the income of either from services rendered in agricultural labor while employed by another is exempt. It is presumed that each retains such income for his own use.

A recipient, whose ineligible spouse has income from agricultural labor through services performed for another, shall be considered to have income from the ineligible spouse only to the extent of the factual contribution, if any.

Any earnings or income received from agricultural labor which remain the property of the recipient on the first of the month following its receipt, becomes personal property. (W&IC 2020.05, 2140; US 78TH CONGRESS PUB L45; FSSB)

Sec. 152-10 OAS, ANB, APSB

OCCUPANCY VALUE
OF HOMES OWNED
BY RECIPIENTS

In OAS and ANB, the value of currently used resources shall be considered in determining the amount of aid. Homes owned and occupied by recipients of OAS and ANB are considered currently used resources and the value of their use shall be considered in computing the grant. In APSB, the value of the use and occupancy of premises owned and occupied by the applicant or recipient is exempt from consideration until the income, together with that from other exempt sources, exceeds \$400 per year.

The value of occupancy is determined in accordance with the assessed value of the property. The full assessed value is considered in determining the value of occupancy to the recipient, whether he alone occupies the home which he owns or whether it is shared with his spouse, or with others who may, or may not, have an interest in the property.

If the home is the separate property of the ineligible spouse who alone is bearing the cost of upkeep, taxes, etc., the recipient is, in fact, receiving free rent. The value is determined as in any other case in which free rent is contributed by another.

The recipient who holds life estate in property which he occupies is deemed to be the owner and value of occupancy shall be determined in the same manner as if title remained with him.

Payments made in accord with a life estate agreement which stipulates that the remainderman shall be responsible for the payment of certain expenses do not represent contributions to the life tenant. When property in which life estate is held was encumbered by the remainderman either before or after the creation of the life estate, encumbrance payments made by the remainderman shall not represent income to the life tenant.

When the existing life estate agreement is a verbal agreement only, it is advisable that it be confirmed in a notarized written statement signed by the remainderman and the life tenant and that a copy of such agreement be filed in the county welfare department record. (W&IC 1560, 2140, 3075, 3460)

In OAS and ANB, the value of the free use and occupancy of property during the statutory redemption period of one year following a foreclosure sale represents income. In APSB, when the purchaser in the foreclosure sale is a responsible relative, the value of the free use and occupancy of the property is "non-exempt" income. When the purchaser is other than a responsible relative, the value of the free use and occupancy of the property is "exempt" income. (AGO NS3033, NS3033A)

That portion of payments from the sale of real property, sold under contract of sale, title not passing, which represents principal payments is considered conversion of property from one form to another. (SEE SEC. 146-00, CONVERSION OF PROPERTY.) Any interest included in such payments represents income. Allowance shall be made for interest payments on prior encumbrances, in order to determine the amount of net income. (W&IC 1560, 2140, 3075, 3460; AGO NS4943)

Net income from real or personal community property shall be shared equally with the spouse, whether eligible or ineligible. This does not apply to income from separate property owned by either spouse. (W&IC 1560, 2140, 3075, 3460)

Duplex dwellings usually contain two identical units. Therefore, the value of occupancy of one unit occupied by the recipient shall be based on one-half the assessed value of the whole property. The net income from the other unit shall be determined in accord with Sec. 152-00, Net Income from Real Property.

An apartment in a building owned by the recipient has a value of occupancy which is determined by dividing the assessed valuation of the whole property by the number of apartments. The net income from the other apartments is determined in accord with Sec. 152-00.

Example: Apartment house of four comparable units is assessed for \$2800. Net value of occupancy of one unit (occupied by recipient) is based on one-quarter of assessed valuation of the whole property. (W&IC 2020.01, 2140, 3075, 3084, 3460, 3472)

Unencumbered homes having a county assessed value of \$500 or less, have a minimum value of occupancy of \$3.00 per month. The value of occupancy shall be increased at the rate of \$1.00 per month for each additional \$500 assessed valuation or fraction thereof, up to a maximum of \$8.00 per month. The following table sets forth the occupancy value of unencumbered homes in accord with the county assessed valuation of the property.

Value of Occupancy of Unencumbered Homes

Assessed Value	Value of Occupancy
Up to \$500.....	\$3.00
\$501 to \$1000.....	4.00
1001 to 1500.....	5.00
1501 to 2000.....	6.00
2001 to 2500.....	7.00
2501 or over.....	8.00

The application of the table may be modified when basic needs of the recipient other than shelter can not be met due to the excessive cost of taxes or assessments. In such event the case record shall show the particular costs which necessitated a modification of the table.

Encumbered homes have a value of occupancy which shall be determined by subtracting from the appropriate value of occupancy as shown in the table for unencumbered homes the required monthly payment on liens (including principal and interest). The remainder, if any, is the net value of occupancy on encumbered homes.

Example: Property assessed at \$1200 is encumbered for \$250. Monthly payments on the encumbrance are \$3.00, (principal \$2.50 and interest 50¢).

Value of occupancy from table for unencumbered homes.....	\$5.00
Less payments on encumbrance.....	3.00
Net value of occupancy.....	<u>\$2.00</u>

When a home is being bought on contract of sale, the net value of occupancy, if any, shall be determined by deducting the required monthly payment on the contract from the value of occupancy as shown by the table for unencumbered homes.

Forms Used in Reporting Action on All Applications to SDSW

See Secs. 232-00 and 232-20, Non-County Residence Procedure, for additional forms to be submitted on non-county cases.

AID GRANTED	TYPE OF AID		
	OAS	ANB & APSB	ANC
APPLICATION	AG 200 (ORIGINAL OR CERTIFIED COPY)	BL 200 (ORIGINAL OR CERTIFIED COPY)	CA 200 (ORIGINAL OR CERTIFIED COPY)
CERTIFICATE OF ELIGIBILITY	AG 201 (ORIGINAL OR CERTIFIED COPY)	BL 201 (ORIGINAL OR CERTIFIED COPY)	CA 201 (ORIGINAL OR CERTIFIED COPY)
SOCIAL DATA RECORD CARD	AG 230 (ORIGINAL)	BL 230 (ORIGINAL)	CA 230 (ORIGINAL)
PHYSICIAN'S REPORT OF EYE EXAMINATION ¹		BL 227 (ORIGINAL OR CERTIFIED COPY)	
SUMMARY OF LETTERS OF GUARDIANSHIP (WHEN REQUIRED)	DPA 5 (ORIGINAL)	DPA 5 (ORIGINAL)	
CERTIFICATE OF DELIVERY OF PAYMENT OF AID (WHEN REQUIRED)	AG 231 (ORIGINAL)	BL 231 (ORIGINAL)	
PLAN FOR REHABILITATION (WHEN REQUIRED)		BL 25 (ORIGINAL)	
NOTICE OF CHANGE ² (WHEN REQUIRED)		BL 232 (ORIGINAL) ⁴	CA 232 (ORIGINAL)
AID DENIED	TYPE OF AID		
	OAS	ANB & APSB	ANC
APPLICATION	AG 200 (ORIGINAL OR CERTIFIED COPY)	BL 200 (ORIGINAL OR CERTIFIED COPY)	CA 200 (ORIGINAL OR CERTIFIED COPY)
CERTIFICATE OF ELIGIBILITY ³	AG 201 (ORIGINAL OR CERTIFIED COPY)	BL 201 (ORIGINAL OR CERTIFIED COPY)	CA 201 (ORIGINAL OR CERTIFIED COPY)
NOTIFICATION OF ACTION OF BOARD OF SUPERVISORS ³	AG 239 (CARBON COPY)	BL 239 (CARBON COPY)	
PHYSICIAN'S REPORT OF EYE EXAMINATION ¹ (A)		BL 227 (ORIGINAL OR CERTIFIED COPY)	

¹UNLESS REPORT HAS BEEN SENT IN DUPLICATE TO STATE OPHTHALMOLOGIST FOR REVIEW PRIOR TO ACTION BY BOARD OF SUPERVISORS (A) FORM NEED ONLY BE SENT WHEN AID IS DENIED BECAUSE APPLICANT DOES NOT COME WITHIN DEGREE OF BLINDNESS.

² WHEN CHILD IS IN HOME OF PAYEE ELIGIBLE TO FEDERAL PARTICIPATION BUT THE APPLICANT IS NOT THE PAYEE, AND ITEM 5A OF FORM CA 201 DOES NOT INDICATE SIGNATURE IS ON FILE. (SEE SEC. 363-20, RECORDING CHANGE OF PAYEE ON SEC. IV OF NOTICE OF CHANGE.)

³ EITHER AG 201 OR AG 239 MAY BE SUBMITTED AT THE DISCRETION OF THE COUNTY.

⁴ WHEN TRANSFER FROM ANB TO APSB OR VICE VERSA IS APPROVED.

⁵ WHEN TRANSFER FROM ANB TO APSB OR VICE VERSA IS DENIED. (W&IC 1560, 2140, 3075, 3083.3, 3460, 3471.5)

Sec. 250-05 OAS, ANB, APSB, ANC

REPORTING ACTION
ON APPLICATION
TO SDSW

The SDSW shall be notified of the action of the board of supervisors on all applications within 15 days after such action by submission of the properly completed forms set forth in the following chart according to the respective category of aid.

applicant shall also be notified of his right to a hearing before the board of supervisors upon application for such hearing within 30 days from the date of notification of the board of supervisors action.

5. A suggestion that the applicant discuss with the county any dissatisfaction regarding the board of supervisors action.

In OAS, in addition to the above requirements, the Form Ag 239 shall include:

6. The source of income and amount of deductions shall be listed when aid is granted in less than the maximum amount for the particular category of aid.
7. The amount of total need shall be shown, when the total verified need of the individual is determined to be in excess of \$50.

(SEE SECS. 236-30 CONTENT OF CASE RECORD AND 361-80 NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (W&IC 1551, 1560, 2016, 2140, 2181.1, 2182, 3075, 3086, 3089, 3460, 3473)

250-10 OAS, ANB, APSB, ANC

REPORTING ACTION
OF THE BOARD OF
SUPERVISORS TO
APPLICANT

Immediately following action of the board of supervisors, the applicant shall be notified in writing of the disposition of his application and of his right of appeal to the SDSW for a fair hearing. (See Sec. 325-20, Right, Purpose and Scope of Appeal.) This includes the applicant who has applied for a transfer from ANB to APSB or vice versa. In OAS the applicant shall also be notified of his right to a hearing before the board of supervisors. Every notification of denial shall include the reason for such action.

Notification of Action of the Board of Supervisors (Form Ag, B1, CA 239) includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag, B1, CA 239 is used, namely:

1. The nature of the board of supervisors action i.e., granting of aid (on new applications or restorations) or denial of aid. When granted, the amount of aid shall be shown.
2. The date from which the board of supervisors action is effective.
3. The date the Form Ag, B1, CA 239 is forwarded to the applicant.
4. A statement regarding the right of appeal for a fair hearing, including the address of the SDSW. In OAS, the

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
April 18, 1944

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation,
currently effective, made by the State
Department of Social Welfare.

This regulation is filed in accordance
with Article 21 of Chapter 3 of Title I
of Part 3 of the Political Code as amended
by Chapter 628, Statutes of 1941.

Very sincerely yours,

C. M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encl.

1944 APR 20 PM 1 11

FILED
In the office of the Secretary of State
of the State of California

APR 20 1944
FRANK M. JORDAN, Secretary of State
By *Chas. G. Ray*
Deputy

CLACIER BOND

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

April 12, 1944

SOCIAL WELFARE BOARD
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135 NORTH BRIGHT AVE. XXXXXXXXXXXXXXXXXXXX
WHITTIER, CALIFORNIA XXXXXXXXXXXX

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LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

JOHN C. CUNEO
922 J STREET
MODESTO

JOHN T. MARTIN XXXXXXXXXXXXXXXXXXXX
1170 SEVENTH AVE. XXXXXXXXXXXXXXXXXXXX
SAN DIEGO, CALIF. XXXXXXXXXXXX

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1680 NORTH VINE STREET
LOS ANGELES

LOS ANGELES OFFICE
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SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

DEPARTMENT BULLETIN NO. 236

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Residence under the Indigent Act

IN REPLY PLEASE REFER
TO:

From time to time counties have submitted to this Department questions regarding the residence of wives or families of men in the armed forces. It therefore appears advisable to set forth some general principles which may aid the counties in determining residence and responsibility under the Indigent Act.

The following principles will be used by the State Department of Social Welfare in rendering decisions under Sec. 2504 of the Welfare and Institutions Code. They are necessarily general and may not be applicable to every case.

1. As the first requisite of residence is act and intent, an enlisted man or officer may establish residence in the county in which he is living off a military reservation by showing intent to make that county his residence. If the officer or enlisted man is living on the reservation, no residence may be established in that county.

2. With the exception of emergency relief or care, there must be a three-year independent residence in the State prior to an application for relief or hospitalization under the Indigent Act. This applies both to the military personnel and to the families of military personnel. If the wife of the man in military service had three-years' independent residence prior to her marriage, subsequent to her marriage or because of a combination of these two factors, she would be eligible to aid or service under the Indigent Act insofar as the State residence is concerned.

3. Where the man in the armed forces has married in this State and has established a home for his wife or has a State residence within the above definition, that home is deemed to be her residence and would continue to be her residence as long as she remained in the county, irrespective of the fact that the man in military service left the county for military purposes.

4. Where the wife accompanies the man in military service from one county to another because of his transfer, her residence is deemed to change with her actual moves. It would be necessary to look to the general provisions of Section 2556 of the Welfare and Institutions Code; however, in order to determine residence, i.e., the county in which she resided for one year continuously within the last three years, or the county in which she had lived for the longest period of time during the last three years.

(Authority: Sec. 113 and 2504

Welfare & Institutions Code) Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

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995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

April 12, 1944

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LOS ANGELES

DEPARTMENT BULLETIN NO. 236

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

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(Authority: Sec. 113 and 2504,
Welf. & Inst. Code)

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

April 12, 1944

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ARCHIBALD B. YOUNG, CHAIRMAN
135 NORTH BRIGHT AVE. XXXXXXXXXXXX
WHITTIER, CALIFORNIA XXXXXXXXXXXX

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

JOHN C. CUNEO
922 J STREET
MODESTO

JOHN T. MARTIN XXXXXXXXXXXXXXXXXXXX
1170 SEVENTH AVE. XXXXXXXXXXXX
SAN DIEGO, CALIF. XXXXXXXXXXXX

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG CHM.
1680 NORTH VINE STREET
LOS ANGELES

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

DEPARTMENT BULLETIN NO. 236

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Residence under the Indigent Act
IN REPLY PLEASE REFER TO:

From time to time counties have submitted to this Department questions regarding the residence of wives or families of men in the armed forces. It therefore appears advisable to set forth some general principles which may aid the counties in determining residence and responsibility under the Indigent Act.

The following principles will be used by the State Department of Social Welfare in rendering decisions under Sec. 2504 of the Welfare and Institutions Code. They are necessarily general and may not be applicable to every case.

1. As the first requisite of residence is act and intent, an enlisted man or officer may establish residence in the county in which he is living off a military reservation by showing intent to make that county his residence. If the officer or enlisted man is living on the reservation, no residence may be established in that county.

2. With the exception of emergency relief or care, there must be a three-year independent residence in the State prior to an application for relief or hospitalization under the Indigent Act. This applies both to the military personnel and to the families of military personnel. If the wife of the man in military service had three-years' independent residence prior to her marriage, subsequent to her marriage or because of a combination of these two factors, she would be eligible to aid or service under the Indigent Act insofar as the State residence is concerned.

3. Where the man in the armed forces has married in this State and has established a home for his wife or has a State residence within the above definition, that home is deemed to be her residence and would continue to be her residence as long as she remained in the county, irrespective of the fact that the man in military service left the county for military purposes.

4. Where the wife accompanies the man in military service from one county to another because of his transfer, her residence is deemed to change with her actual moves. It would be necessary to look to the general provisions of Section 2556 of the Welfare and Institutions Code; however, in order to determine residence, i.e., the county in which she resided for one year continuously within the last three years, or the county in which she had lived for the longest period of time during the last three years.

(Authority: Sec. 113 and 2504,
Welf. & Inst. Code)

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
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(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 8, 1944

SOCIAL WELFARE BOARD
BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES
MRS. MARY E. BARKWILL
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MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation,
currently effective, made by the State
Department of Social Welfare.

This regulation is filed in accordance
with Article 21 of Chapter 3 of Title I
of Part 3 of the Political Code as amended
by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encl.

1944 MAY 9 AM 11 14

FILED
in the office of the Secretary of State
of the State of California

MAY 9 - 1944

FRANK M. JORDAN, Secretary of State

John G. Hage

MAIN OFFICE
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616 K STREET

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 5, 1944

DEPARTMENT BULLETIN NO. 237

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

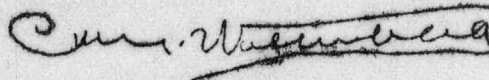
Subject: Reporting Value of Personal
and Real Property in Social
Data Record Cards

Your attention is directed to Manual Sections 287-58, 287-60 and 287-65 which give instructions for completion of personal property and real property items on Social Data Record Cards for Old Age Security (Ag 230) and Aid to the Blind (Bl 230).

As you will note, these instructions require entry of the total value of personal property (item 18a on Ag 230 and items 21a, 21b and 21c on Bl 230) and the total assessed value of real property (item 20a on Ag 230 and item 23a on Bl 230) i.e., value before deducting encumbrances. The amounts of encumbrances are to be entered separately (item 18b and 20b on Ag 230 and items 21b, 21c and 23b on Bl 230).

While net value rather than total value is used in determining eligibility it is essential that we have the total value items as specified on the Social Data Record Cards for purposes of legislative estimates.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

(Authority: Section 2140, Welfare and Institutions Code)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 5, 1944

DEPARTMENT BULLETIN NO. 237

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

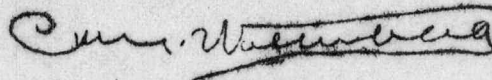
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Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

(Authority: Section 2140, Welfare and Institutions Code)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 5, 1944

DEPARTMENT BULLETIN NO. 237

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

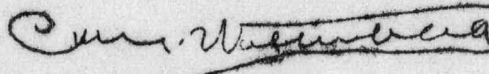
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Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

(Authority: Section 2140, Welfare and Institutions Code)

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(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR
Sacramento
May 18, 1944

SOCIAL WELFARE BOARD
BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
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BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation,
currently effective, made by the State
Department of Social Welfare.

This regulation is filed in accordance
with Article 21 of Chapter 3 of Title I
of Part 3 of the Political Code as amended
by Chapter 628, Statutes of 1941.

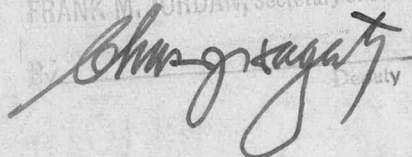
Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:736
Encl.

1944 MAY 18 PM 3 28

FILED
in the office of the Secretary of State
of the State of California
MAY 18 1944
FRANK M. JORDAN, Secretary of State


MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR
STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BLDG.
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BLDG.
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 8, 1944

DEPARTMENT BULLETIN NO. 184-B

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DIRECTORS
COUNTY AUDITORS
(Except those in Los Angeles,
San Francisco, Alameda, Sacramento,
San Diego, and Santa Clara Counties.)

Subject: Compensation Plan

In the interest of being of assistance to county boards of supervisors and directors of county welfare departments in developing their Compensation Plans for the 1944-45 fiscal year, the State Department of Social Welfare suggests your consideration of certain basic principles in the formulation of a compensation plan for the employees of your county welfare department.

In order to meet the approval of the State Social Welfare Board, the Merit System Compensation Plan must (1) establish minimum and maximum salary rates and intervening steps for each classification, (2) show a reasonable differentiation in salary ranges between each class involving different duties and responsibilities (such as Junior Typist Clerk and Senior Typist Clerk), and (3) show similar salary ranges for classes having comparable duties and responsibilities (such as Junior Typist Clerk and Junior Stenographer Clerk).

Of particular interest to those counties which have adopted the Compensation Plan as proposed in the Department Bulletin No. 184-A during the present fiscal year, is the fact that no changes are contemplated in this Compensation Plan for the 1944-45 fiscal year. On the other hand, any county board of supervisors may, under the Merit System Rules, request the State Social Welfare Board to consider proposed changes in any one or several pay ranges for the classifications which are used in their county.

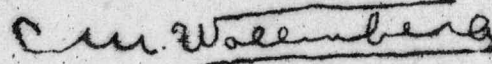
In the event that a board of supervisors shall wish to make special salary adjustments for all county employees in order to meet the rising cost of living, the amount of such adjustment should be considered as a "bonus item" over and above the base rate of pay adopted by the county. Details of such special salary adjustments must be reported to this Department in order to clarify total monthly salary expenditures.

Attached is a tabulation of the salaries paid as of April 13, 1944, for each classification by the fifty-two county welfare departments operating under the Merit System. You may be interested in noting comparisons of your present compensation rates with those of other Merit System counties.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

The Personnel Division of this Department will be pleased to render any assistance which the boards of supervisors or county welfare directors may request in developing any proposed changes in your compensation plan prior to July 1, 1944, in order that you may have reasonable assurance that it will meet the requirements of the Merit System applicable to employees of your county welfare department.

Very sincerely yours,

A handwritten signature in cursive script, reading "C. M. Wollenberg". The signature is written in dark ink and is positioned above the typed name.

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

(Authority: Sec. 119.5 and 119.6, Welfare and Institutions Code)

April 25, 1944

DISTRIBUTION OF SALARIES BY CLASSIFICATIONS
IN MERIT SYSTEM COUNTY WELFARE DEPARTMENTS
AS OF APRIL 13, 1944

County Welfare Director I
125 (15) 185*

1 @ \$100 (4/5 time)
1 @ 125
1 @ 140
1 @ 150
1 @ 175

Total 5 Average Salary \$138

County Welfare Director II
150 (15) 210*

1 @ \$150
1 @ 160
2 @ 165
1 @ 170
5 @ 175
4 @ 180
1 @ 185
1 @ 200
1 @ 220

Total 17 Average Salary \$177.06

County Welfare Director III
175 (25) 275*

1 @ \$160
2 @ 180
1 @ 195
2 @ 200
2 @ 225
2 @ 250
1 @ 275
1 @ 300
1 @ 315

Total 13 Average Salary \$227.31

County Welfare Director IV
225 (25) 325*

2 @ \$225
1 @ 245
2 @ 250
1 @ 265
1 @ 270
1 @ 280
1 @ 325
1 @ 350

Total 10 Average Salary \$268.50

County Welfare Director V
250 (25) 350*

1 @ \$275
1 @ 305
1 @ 315
1 @ 325
1 @ 335
1 @ 350

Total 6 Average Salary \$317.50

Public Assistance Supervisor I
160 (15) 220*

2 @ \$160
4 @ 175
9 @ 180
1 @ 185
1 @ 190
1 @ 198
2 @ 200
2 @ 205
1 @ 220

Total 23 Average Salary \$184.48

Public Assistance Supervisor II
180 (15) 240*

1 @ \$190
2 @ 200
1 @ 210
2 @ 220
2 @ 235
1 @ 240
1 @ 272.50**

Total 10 Average Salary \$222.25

Public Assistance Supervisor III
215 (15) 275*

1 @ \$300

Total 1 Average Salary \$300

*1943-44 Salary Range--SDSW Dept. Bulletin 184-A

**County classification title is Superintendent of Social Service

Public Assistance Worker I
110 (10) 150

3 @ \$ 85
2 @ 100
3 @ 110
6 @ 120
10 @ 125
15 @ 130
9 @ 132
4 @ 135
9 @ 140
5 @ 145
21 @ 150
2 @ 165

Total 89 Average Salary \$133.68

Public Assistance Worker II
130-140-150-160-175

2 @ \$120
6 @ 130
7 @ 135
9 @ 140
1 @ 143
8 @ 145
39 @ 150
27 @ 155
3 @ 157.50
18 @ 160
28 @ 165
12 @ 167.50
12 @ 170
46 @ 175
3 @ 180
1 @ 185
6 @ 190
1 @ 193.75
1 @ 195

Total 230 Average Salary \$160.39

Child Welfare Services Worker
150-160-175-190-205

1 @ \$160
1 @ 170
2 @ 175
1 @ 180

Total 5 Average Salary \$172

Property and Resources Investigator
130-140-150-160-175

1 @ \$165
1 @ 186

Total 2 Average Salary \$175

Junior Clerk
90 (10) 140

1 @ \$ 70 (Half-time)
1 @ 100
3 @ 110
1 @ 115
1 @ 120
9 @ 125
3 @ 130
3 @ 140

Total 22 Average Salary \$123.81
(Full-time)

Senior Clerk
110 (10) 150

1 @ \$125
1 @ 130
2 @ 140
2 @ 150
1 @ 165
1 @ 170
1 @ 175

Total 9 Average Salary \$149.44

Chief Clerk
150 (10) 190

1 @ \$180
1 @ 205

Total 2 Average Salary \$192.50

Junior Typist-Clerk
90 (10) 140

2 @ \$ 90
4 @ 100
2 @ 105
5 @ 110
11 @ 115
2 @ 115.50

Junior Typist-Clerk (Cont'd)

13 @ \$120
 11 @ 125
 9 @ 130
 9 @ 135
 8 @ 140

Total 76 Average Salary \$122.05

Senior Typist-Clerk

110 (10) 150

1 @ \$110
 1 @ 121
 1 @ 125
 3 @ 130
 5 @ 140
 1 @ 145
 5 @ 150
 1 @ 155
 1 @ 165
 1 @ 200

Total 20 Average Salary \$143.05

Junior Stenographer-Clerk

90 (10) 140

3 @ \$ 85
 2 @ 90
 5 @ 100
 3 @ 105
 7 @ 110
 13 @ 115
 12 @ 120
 9 @ 125
 11 @ 130
 1 @ 135
 10 @ 140
 2 @ 150

Total 78 Average Salary \$120.32

Senior Stenographer-Clerk

110 (10) 150

1 @ \$120
 1 @ 135
 2 @ 140
 3 @ 145
 2 @ 150
 5 @ 155
 1 @ 165
 3 @ 175

Total 18 Average Salary \$151.94

Junior Bookkeeper-Clerk

100 (10) 140

1 @ \$100
 1 @ 120
 2 @ 125
 2 @ 130
 1 @ 140
 3 @ 145
 2 @ 150
 1 @ 154
 1 @ 155

Total 14 Average Salary \$136.71

Senior Bookkeeper-Clerk

120 (10) 160

1 @ \$130
 1 @ 140
 2 @ 160
 3 @ 165
 3 @ 175

Total 10 Average Salary \$161

Chief Bookkeeper-Clerk

160-175-190-205-225

1 @ \$180
 1 @ 187.50
 2 @ 190
 2 @ 200
 1 @ 205
 1 @ 215
 1 @ 220
 1 @ 225
 1 @ 245

Total 11 Average Salary \$205.23

Addressograph and Graphotype Operator

90 (10) 140

1 @ \$140

Total 1 Average Salary \$140

Receptionist
100 (10) 140

summary

Grand Total of Employees -- 695
Average Salary of all Employees -- \$151.56

4 @ \$110
2 @ 115
4 @ 120
1 @ 121
3 @ 125
2 @ 130
1 @ 135
2 @ 140
3 @ 155
1 @ 165

Total 23 Average Salary \$128.30

LENGTH OF EMPLOYMENT RECORD -- MERIT SYSTEM EMPLOYEES

<u>CLASSIFICATION</u>	<u>AVERAGE LENGTH OF EMPLOY- MENT IN CLASSIFICATION*</u>	<u>AVERAGE LENGTH OF EMPLOY- MENT IN DEPARTMENT</u>
County Welfare Director I	2 years	3 years 3 months
County Welfare Director II	2 years 8 months	9 years 3 months
County Welfare Director III	2 years	6 years 8 months
County Welfare Director IV	2 years 1 month	9 years 10 months
County Welfare Director V	3 years	8 years 6 months
PAS I	1 year 8 months	5 years 11 months
PAS II	3 years 1 month	13 years
PAS III	3 years	3 years 8 months
PAW I	9 months	1 year 5 months
PAW II	2 years 2 months	5 years 3 months
CWSW	10 months	2 years 3 months
Pr & Res. Inves.	1 year 6 months	1 year 6 months
Junior Clerk	1 year 10 months	3 years
Senior Clerk	1 year 8 months	5 years 9 months
Chief Clerk	3 years	12 years 2 months
Junior Typist Clerk	1 year 4 months	1 year 8 months
Senior Typist Clerk	1 year 9 months	6 years 1 month
Junior Stenographer Clerk	1 year 8 months	2 years 5 months
Senior Stenographer Clerk	2 years	7 years 3 months
Junior Bookkeeper Clerk	2 years 5 months	3 years 7 months
Senior Bookkeeper Clerk	1 year 7 months	7 years 11 months
Chief Bookkeeper Clerk	2 years 6 months	7 years 5 months
Address & Graph. Oper.	3 years	7 years 1 month
Receptionist	1 year 3 months	2 years 10 months

*Positions were allocated to present classifications during March and April, 1941.

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 5, 1944

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
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Hon. Frank M. Jordan
Secretary of State
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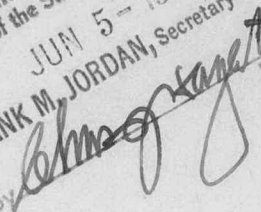
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Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.
219

1944 JUN 5 AM 10 58

FILED
In the office of the Secretary of State
of the State of California
JUN 5 - 1944
FRANK M. JORDAN, Secretary of State
By  Deputy

MAIN OFFICE
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

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DEPARTMENT OF SOCIAL WELFARE

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DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

1297

Sacramento
June 2, 1944

MANUAL LETTER NO. 51

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the two chapters as follows:

Income	Revisions 15 thru 17
Investigation & Decision	Revision 22

These revisions were approved by the Social Welfare Board on May 25, 1944.

Included in Section 151-95 are major policy changes resulting from recent Social Security Board interpretations on the operation of Public Law 45, as amended. According to these latest interpretations, the recipient who received a grant of Old Age Security in July, 1943, and whose aid is subsequently increased may continue to benefit under that law though not to the full extent of his agricultural income. The recipient whose aid is increased and then decreased to or below the July, 1943, amount, for reason other than agricultural income, again becomes eligible to the full benefits of Public Law 45 as amended.

Note that the last three paragraphs of the present Section 151-95 have been deleted. When an ineligible spouse has community income arising from agricultural earnings while in the employ of another, the degree to which the recipient benefits from such income shall be computed in the same manner as when such spouse receives income from other types of employment. (See Section 172-00, Investigation of Responsible Relatives Within State.)

Manual Section 233-25 has been changed to clarify its provisions in relation to Section 151-95.

Section 151-95 becomes effective on June 1, 1944, and necessary adjustment in the grant of those currently receiving aid shall be effective not later than September 1, 1944. The policy is not retroactive in effect.

Bulletin No. 219-A has become obsolete, and should be so marked.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

EXAMPLE B: IN JULY, 1943, THE OAS GRANT WAS \$40 DUE TO A \$10 CONTRIBUTION FROM A SON. IN AUGUST THE GRANT WAS INCREASED TO \$50 AS THE SON'S CONTRIBUTION CEASED. IN MAY, 1944, THE RECIPIENT SECURED WORK IN AGRICULTURE EARNING \$85. EFFECTIVE JUNE 1, THE GRANT IS REDUCED TO \$40 AS THE FIRST \$10 OF THE AGRICULTURAL EARNINGS IS DEDUCTIBLE INCOME. IN THE ABSENCE OF OTHER INCOME THE GRANT CONTINUES IN THIS AMOUNT UNTIL SUCH TIME AS THE AGRICULTURAL EARNINGS CEASE, OR THE INCOME FROM AGRICULTURAL LABOR FALLS BELOW \$10, AT WHICH TIME AID IS INCREASED ACCORDINGLY.

EXAMPLE C: IN JULY, 1943, THE OAS GRANT WAS \$35 DUE TO \$15 NET INCOME FROM RENTAL PROPERTY. THIS INCOME CEASED, AND THE AID WAS INCREASED IN JANUARY 1944 TO \$50. IN MAY THE RECIPIENT SECURED AGRICULTURAL LABOR EARNING \$42 A MONTH ON A CONTINUING BASIS. AID IS REDUCED ON JUNE 1, TO \$35, AS THE FIRST \$15 OF THE AGRICULTURAL INCOME IS DEDUCTIBLE INCOME. IN JULY THE RECIPIENT'S PROPERTY IS AGAIN RENTED AND HIS \$15 NET INCOME FROM THE PROPERTY IS RESUMED. IRRESPECTIVE OF THE AGRICULTURAL INCOME, THE RECIPIENT WOULD BE ELIGIBLE TO \$35. SINCE THIS AMOUNT DOES NOT EXCEED THE JULY, 1943, GRANT THE FULL AMOUNT OF AGRICULTURAL INCOME BECOMES EXEMPT.

If reduction in the grant in the amount of the difference between the July, 1943, grant and the current grant is effected not later than the second month following the receipt of agricultural income, no adjustment for such income is required other than the deduction of an amount equal to the differential between the July, 1943, grant and the amount of aid paid during each of the two months prior to the month in which the adjustment is effective. The remainder of the agricultural income, if any, shall not be considered in determining the grant.

EXAMPLE D: IN JULY, 1943, THE OAS GRANT WAS \$40 DUE TO A \$10 CONTRIBUTION FROM A SON. IN AUGUST, 1943, THE GRANT WAS INCREASED TO \$50 AS THE SON'S CONTRIBUTION CEASED. IN APRIL, 1944, AND AGAIN IN MAY, AND THEREAFTER, THE RECIPIENT RECEIVED \$30 AGRICULTURAL INCOME. THE COUNTY LEARNED OF ITS RECEIPT IN MAY. ADJUSTMENT WITHIN THE CURRENT INCOME PERIOD IS MADE ON 6-1-44 DEDUCTING A TOTAL OF \$20 (THE FIRST \$10 OF APRIL AGRICULTURAL INCOME PLUS THE FIRST \$10 OF MAY AGRICULTURAL INCOME), LEAVING A GRANT OF \$30 FOR JUNE, AND THE REMAINDER OF THE AGRICULTURAL INCOME IS EXEMPT FROM CONSIDERATION. ON 7-1-44 THE GRANT IS INCREASED TO \$40. IN THE ABSENCE OF OTHER INCOME THE GRANT CONTINUES IN THIS AMOUNT UNTIL SUCH TIME AS THE AGRICULTURAL INCOME CEASES, OR FALLS BELOW \$10, AT WHICH TIME THE GRANT IS INCREASED ACCORDINGLY.

151-95 INCOME FROM AGRICULTURAL LABOR
OAS

151-95

In OAS, income from work which falls within the definition of agricultural labor as set forth in Sec. 151-93, Definition of Agricultural Labor, may or may not affect the amount of the current grant of those recipients who received an aid payment in July, 1943. (SEE SEC. 233-25, VERIFICATION OF INCOME) The following conditions shall govern the determination of the grant for such recipients.

Income from agricultural labor irrespective of the amount shall not affect the amount of the grant when the recipient received an OAS grant in July, 1943, and his monthly grant since July, 1943, is not in an amount greater than that paid to him in July, 1943.

When aid is increased above the amount received in July, 1943, and when, for reason other than agricultural income, the grant is subsequently reduced to an amount which is equal to or less than the July, 1943, grant, all income from agricultural labor received while the reduced grant is in effect shall be exempt from consideration in determining the amount of aid.

EXAMPLE A: IN JULY, 1943, A RECIPIENT RECEIVED \$37 OAS, THIS BEING THE DIFFERENCE BETWEEN TOTAL NEED OF \$52 AND INCOME OF \$15 FROM OASI. SUBSEQUENTLY HIS NEED WAS FOUND TO HAVE INCREASED TO \$58, AND SINCE HIS INCOME REMAINED UNCHANGED THE GRANT WAS INCREASED EFFECTIVE NOVEMBER 1, TO \$43. ON MAY 1, EITHER BECAUSE OF A CHANGE IN NEED OR ADDITIONAL INCOME THE GRANT WAS DECREASED TO \$37 OR LESS. ALL INCOME FROM AGRICULTURAL LABOR RECEIVED WHILE THE GRANT IS \$37 (OR LESS) IS EXEMPT.

When aid of a recipient who received a grant in July, 1943, is discontinued and subsequently restored in an amount which is equal to or less than the July 1943 grant all income from agricultural labor is exempt from consideration until such time as the grant may be increased above the July, 1943, amount.

A recipient who received aid in July, 1943, and whose current grant is larger than that received in July, 1943, may benefit under Public Law No. 45, but only a portion of his agricultural income will be exempt from consideration in determining his grant. That portion of his agricultural income which represents the difference between his July, 1943, grant and his current grant shall represent deductible income as long as the agricultural income continues, and decrease in that amount only shall be made in his grant. The remainder of the agricultural income, if any, shall not be considered in determining the grant of aid. (SEE EXAMPLE B) Exception: Should the recipient receive income, other than agricultural income, which in itself is sufficient to reduce the grant to or below the amount paid in July, 1943, decrease on the basis of that income shall be made and thereafter all income from agricultural income is exempt from consideration. (SEE EXAMPLE C)

152-00 NET INCOME FROM REAL PROPERTY
OAS, ANB, APSB, ANC**152-00**

Net income from real property, other than the net value of occupancy of homes owned by recipients of OAS, ANB and APSB is that income which is available for the support of the applicant or recipient, or in ANC, the child or children, after deducting any expense in obtaining it, such as taxes, interest, upkeep and assessments. (See Sec. 152-10, OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENTS)

Taxes, assessments, interest, etc., are a matter of record and are deducted in the amount required. The amount to be deducted for upkeep and repairs of each unit of rental property shall be determined in accordance with either of the following methods:

1. Deduct the amount actually expended for upkeep and repairs for each unit, or
2. Deduct 15% of the gross monthly rental value plus \$4.17 a month for each unit. When this method is used, no additional allowance is made to cover actual expenditures for upkeep and repair.

Principal payments on encumbrances are not deducted when determining net income from real property except as provided in Sec. 152-10. For exception in APSB see Sec. 151-90, Income from Crops or Livestock.

Net rental from property in which life estate is held shall be considered income. Net rental paid by one who is a responsible relative of the owner or the life tenant is interpreted as rental from property owned rather than as a contribution from a responsible relative. (W&IC 1560, 2140, 3075, 3460)

Under the ordinary life estate agreement the life tenant is assured occupancy of the property, is entitled to all the income therefrom and is responsible for payment of taxes, upkeep and other obligations to keep the property in good condition. In OAS, ANB, and ANC, when expense items for which the life tenant is responsible are paid by another, the amount thereof represents income. In APSB, when expense items for which the life tenant is responsible are paid by a responsible relative, the amount thereof represents "non-exempt" income; if paid by a non-responsible relative, such income represents "exempt" income. (W&IC 1511, 2020.01, 3084, 3472; CC 818, 840)

When need in excess of \$50 has been established and the recipient has income from agricultural labor, so much thereof as is necessary to reduce the grant to the July, 1943, amount represents deductible income. The remaining income, if any, from agricultural labor is exempt. (W&IC 2020.25, 2140; US 78TH CONGRESS PUB L 45; FSSB)

EXAMPLE E: IN JULY, 1943, THE OAS GRANT WAS \$45 DUE TO OCCUPANCY VALUE. IN SEPTEMBER, 1943, TOTAL NEED WAS DETERMINED TO BE \$60 AND THE GRANT WAS INCREASED TO \$50 EFFECTIVE SEPTEMBER 1, 1943. IN MAY, 1944, THE RECIPIENT BEGINS TO RECEIVE AGRICULTURAL INCOME OF \$30 A MONTH. THE FIRST \$10 OF THIS AMOUNT PLUS THE OCCUPANCY VALUE REPRESENTS INCOME TO BE CONSIDERED IN DETERMINING THE GRANT. THE GRANT IS REDUCED TO \$45 (\$60 - \$15) AND THE BALANCE OF THE AGRICULTURAL INCOME IS EXEMPT.

The net income from crops or other farm products produced on property owned, or on property rented or leased to the recipient, constitutes income from agricultural labor. (W&IC 2140)

**232-27 STATEMENT RE NON-COUNTY RESIDENCE
ANC****232-27**

Statement Re Non-county Residence (Form CA 234) is used to report the county's investigation of the basis for determining the child's residence at the time of application and during the year immediately preceding the date residence began in county of application. This form is required for every application submitted on a non-county basis. One Form CA 234 may be used for all children in one family whose residence is determined by the same set of facts (e.g., residence of parent or guardian, same period of physical residence, etc.) Form CA 234 shall show each change in the basis for determining residence even though the county of residence remains the same. Under "Reason," Item 2, the reason why the appropriate subdivision of Sec. 1526 of the W&IC governs residence shall be indicated. (W&IC 1526, 1560)

**232-40 CHANGE OF COUNTY RESIDENCE PRIOR TO GRANTING OF AID
OAS, ANB, APSB, ANC****232-40**

An applicant for OAS, ANB, or APSB, or a child in whose behalf an application for ANC has been filed, whose residence is changed to a second county before the board of supervisors acts on the application, ceases to be the responsibility of the first county. Transfer procedure is not applicable and shall not be followed, as such a case is not covered by transfer provisions of the law. The application shall be denied by the first county and a new application shall be received in the second county. In each case of removal to a second county, before an application is denied in the first county it shall be determined whether the applicant or person determining the child's residence has established another residence by union of act and intent, or is absent for a temporary period with intent to retain residence in the county of application. (SEE SEC. 124-10, ABSENCE FROM COUNTY FOR TEMPORARY OR SPECIFIC PURPOSE.)

The county should explain to the applicant the procedure which is followed should he change his residence while the investigation is being completed and the possible delay in the granting of aid which may result from such removal.

When there is a change in residence, the first county shall expedite investigation in the second county by placing at its disposal the information gained in its investigation.

If aid is granted by the board of supervisors before prior change of residence is discovered, the first county may continue aid until the earliest date agreeable to both counties, at which time the second county grants aid on a non-county basis until the required period of residence is completed. (W&IC 1526, 1527, 1560, 2140, 2160b, 3042, 3075, 3432, 3460)

233-00 VERIFICATION OF REAL AND PERSONAL PROPERTY
OAS, ANB, APSB, ANC**233-00**

Real and personal property shall be verified through the sources indicated and in the manner outlined for the various types of real and personal property. (SEE CHAPTERS 130-00, REAL PROPERTY, AND 140-00, PERSONAL PROPERTY.)

Verifications obtained shall be retained or reported in the county record. The report of interviews or of examination of documents shall include the source of verification, the findings, and the dates of steps in the investigation. The name or names of those participating in the investigation should be recorded and the signature or initials of the person searching the records should be on any special forms.

The county case record shall contain a complete explanation of any complicated situation regarding the property. If a transfer has been made, but not for the purpose of qualifying for aid, record the value of property according to requirements of the specific category of aid, and the income, if any, in the record. If the investigation shows that a transfer was made of property (1) having a greater value than the maximum set by law or (2) which reduced the value of remaining property thus bringing it within the maximum, but such transfer was not made for the purpose of qualifying for aid, the facts which resulted in this conclusion shall be included in the case record. (W&IC 1520, 1521, 1560, 2140, 2160a, 3075, 3460)

**233-30 VERIFICATION OF UNEMPLOYMENT INSURANCE
OAS, ANB, APSB, ANC****233-30**

The applicant or recipient or in ANC the parent or person in loco-parentis is the primary source of information as to the UI payment. Documents in the person's possession can usually establish whether he is receiving these benefits. (SEE SEC. 151-60, INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST FUNDS, ETC.)

When satisfactory information cannot be secured in this way, and the person's employment record indicates he may be receiving or may be eligible to receive UI, he may be requested to make inquiry at the local UI office in order to clarify the question. (W&IC 1560, 2140, 3075, 3460)

**233-35 VERIFICATION OF OLD AGE AND SURVIVORS INSURANCE
OAS, ANB, APSB, ANC****233-35**

The applicant or recipient or in ANC the parent or person in loco-parentis is the primary source of verification of receipt of OASI. (SEE SEC. 151-60, INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST FUNDS, ETC.). When a claim has already been filed the award or disallowance letter should be seen when available. Further inquiry is not necessary and facts stated in such letter shall be recorded in the case record.

When clear evidence as to eligibility for insurance benefits exists and/or the individual's employment record clearly indicates some reasonable possibility of eligibility, and satisfactory information cannot be secured through the applicant or recipient, the county shall send inquiry on Request for OASI Information (Form DPA 1) to the field office of the OASI Bureau. (W&IC 1560, 2140, 3075, 3460)

(Section Continued on Next Page)

233-25 VERIFICATION OF INCOME
OAS, ANB, APSB, ANC

233-25

All income received by an applicant for or recipient of OAS, ANB, APSB, and in ANC by the parent and/or children shall be verified and the net income determined, except for agricultural income of OAS recipients who come within the provisions of Sec. 151-95, Income from Agricultural Labor. The statement of the OAS recipient who has income from agricultural labor as defined in Sec. 151-93, Definition of Agricultural Labor, and who comes within the requirements of Sec. 151-95, is acceptable verification of his earnings from that source. The case record shall show all of the facts which led to the conclusion that the employment is agricultural labor. Verification of the fact that the employment falls within the definition of agricultural labor shall be made when question arises as to the nature of the employment.

In OAS, except for agricultural income, and in ANB, and APSB, the case record shall show the methods used in verifying the gross income and in computing the net income. In ANC, the budget for the family unit shall show how the net income was determined.

The method of verification varies with the type of income. Ordinarily, income should be verified through the most direct source, such as employer, tenant, bank, etc. When employment is irregular and performed for different employers, or when the applicant operates his own business, his own record of his income and/or disbursements may be the only source of verification. He may have in his possession documents which substantiate his statements. (W&IC 1560, 2140, 3075, 3460)

SEE SECS. 233-30, VERIFICATION OF UNEMPLOYMENT INSURANCE, AND 233-35, VERIFICATION OF OLD AGE AND SURVIVORS INSURANCE.)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento

June 8, 1944

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
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LINDSAY

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922 J STREET
MODESTO

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135 NORTH BRIGHT AVENUE
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2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

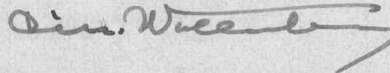
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulation, currently effective, made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title I of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

172:786
Encl.

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
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995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 2, 1944

FILED
In the office of the Secretary of State
of the State of California
JUN 9 - 1944
FRANK M. JORDAN, Secretary of State
By *Chas. Wollenberg* Deputy

DEPARTMENT BULLETIN NO. 238

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to Blind - Revised List of
Physicians Skilled in Diseases
of the Eye

The attached revised list of physicians skilled in diseases of the eye becomes effective immediately and supersedes all such lists previously issued by this Department.

All eye examinations made for the purpose of determining eligibility for Aid to the Blind under either Chapter 1, Aid to Needy Blind, or Chapter 3, Aid to Partially Self-Supporting Blind Residents, must be made by a physician whose name appears on this list unless special authorization is given by the State Department of Social Welfare. (See Section 180-15, Manual of Policies and Procedures.)

In some counties there is no physician on the list for the county, while in other counties the distance to the nearest physician on the list for the county is great, thus necessitating transportation expense to the county for the purpose of obtaining the necessary eye examination to establish eligibility for Aid to the Blind. Necessary expenses to the county for transporting the applicant for or recipient of Aid to Needy Blind to obtain the required eye examination are legitimate administrative expenses subject to Federal reimbursement as is the physician's fee for the eye examination. (See Section 645-80, Expenditures for Eye Examinations, and Section 235-00, Physician's Report of Eye Examination, Manual of Policies and Procedures.)

Very sincerely yours,

Chas Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

Sec. 3075 and 3083, Welfare and Institutions Code

LIST OF PHYSICIANS MAKING EYE EXAMINATIONS IN CALIFORNIA

ALAMEDA COUNTY

Brown, H. Alexander	2490 Channing Way	Berkeley
DeVaul, Charles H.	1624 Franklin Street	Oakland
Dickson, Owen C.	2628 Telegraph Avenue	Berkeley
Gump, M. E.	411 - 30th Street	Oakland
*Gunderson, Ernest O.	2490 Channing Way	Berkeley
Hessing, Ernest E.	1904 Franklin Street	Oakland
*Hunt, Carson E.	1904 Franklin Street	Oakland
Jacoby, Lionel A.	400 - 29th Street	Oakland
Johanson, Raymond	2140 Shattuck	Berkeley
Magrath, Wm. A. S.	411 - 30th Street	Oakland
McDonald, Dorothy	2490 Channing Way	Berkeley
Nutting, R. J.	411 - 30th Street	Oakland
*Padden, E. H.	1624 Franklin Street	Oakland
*Sharpsteen, Jay Randolph	3115 Webster Street	Oakland
*Stephens, B. M.	2241 Central Avenue	Alameda
Thomas, Benjamin	3751 Harrison Street	Oakland
Wold, Alvin P.	400 - 29th Street	Oakland

BUTTE COUNTY

Alexander, J. H.	111 W. Second Street	Chico
Chiapella, J. O.	131 Broadway	Chico
Plumb, C. E.	Anglo-Calif. Nat'l Bank Bldg.	Chico

CONTRA COSTA COUNTY

Dunphy, John	803 MacDonald Avenue	Richmond
**Ford, Harry G.	314 Tenth Street	Richmond
Harmon, Robert J. P.	314 Tenth Street	Richmond
Huwe, Eugene Lewis	314 Tenth Street	Richmond

FRESNO COUNTY

*Awtrey, Hugh	Patterson Building	Fresno
Goldstein, Max M.	Patterson Building	Fresno
Grayman, Harry M.	Patterson Building	Fresno
Trowbridge, Dwight H.	Patterson Building	Fresno
Walker, Benjamin F.	Patterson Building	Fresno
Walker, John R.	Patterson Building	Fresno

HUMBOLDT COUNTY

Dolfini, Walter W.	Bank of America Bldg.	Eureka
*Hoilien, Maurice J.	431 F Street	Eureka

IMPERIAL COUNTY

Edwards, S. R.	Suite 204, Professional Bldg.	El Centro
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KERN COUNTY

*Baisinger, L. F.	1629 Truxton Avenue	Bakersfield
Lange, Harry W.	1629 Truxton Avenue	Bakersfield
McKee, Keith S.	1706 Chester Avenue	Bakersfield

KINGS COUNTY

Bassett, Alberta R.	Suite 212 Van Sicklen Bldg.	Hanford
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LAKE COUNTY

*Beil, M. Clemens		Upper Lake
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LOS ANGELES COUNTY

Abraham, Samuel V.	1930 Wilshire Blvd.	Los Angeles
Albaugh, C. H.	1131 Roosevelt Bldg.	Los Angeles
Austin, Thomas C.	65 N. Madison Avenue	Pasadena
*Behrens, Herbert C.	226 N. Greenleaf Ave.	Whittier
Beigelman, M. N.	1930 Wilshire Blvd.	Los Angeles
Bennett, Wilford W.	740 South Broadway	Los Angeles
Brandenburg, Kenneth C.	110 Pine Avenue	Long Beach
*Brownsberger, Sidney	1913 Wilshire Blvd.	Los Angeles
Bullis, John A.	1136 W. 6th Street	Los Angeles
Christensen, Eugene L.	1027 Roosevelt Bldg.	Los Angeles
Cocley, Arthur D.	639 W. 9th Street	San Pedro
Crane, R. Walter	1026 Roosevelt Bldg.	Los Angeles
De la Reina, Solomon	465 W. 6th Street	San Pedro
Dow, Julian N.	9730 Wilshire Blvd.	Beverly Hills
**Ellis, O. H.	727 West 7th Street	Los Angeles
Endres, William J.	523 W. 6th Street	Los Angeles
*Faier, Herman I.	1930 Wilshire Blvd.	Los Angeles
**Fairchild, Nora M.	523 W. 6th Street	Los Angeles
*Fields, Maxwell	1930 Wilshire Blvd.	Los Angeles
Francis, Reginald K.	239 E. Manchester Blvd.	Inglewood
Ginsberg, Julian	1930 Wilshire Blvd.	Los Angeles
*Godwin, Edmund D.	820 Professional Bldg.	Long Beach
Hale, Channing W.	342 Investment Bldg.	Pomona
Hare, Robert	415 N. Camden Drive	Beverly Hills
Hartman, Deane C.	727 Roosevelt Bldg.	Los Angeles
*Hillyer, Ernest C.	812 Security Bldg.	Long Beach
*Irvine, Rodman	700 Roosevelt Bldg.	Los Angeles
Johnson, Ernest L.	317 West Main Street	Alhambra
Johnson, Henrietta M.	595 E. Colorado Street	Pasadena
*Kaplan, Harry E.	3875 Wilshire Blvd.	Los Angeles
Kelson, Ralph H.	353 Manchester Blvd.	Inglewood
Kinney, J. G.	1137 2nd Street	Santa Monica
Koff, Raphael Joseph	1919 Wilshire Blvd.	Los Angeles
Landegger, George P.	727 West 7th Street	Los Angeles
Lemere, H. B.	9615 Brighton Way	Beverly Hills
Lordan, John P.	9730 Wilshire Blvd.	Beverly Hills
*Lund, Le Val	1680 N. Vine Street	Hollywood

*MacPherson, William	2701 E. Florence Ave.	Huntington Park
Maghy, Charles A.	1930 Wilshire Blvd.	Los Angeles
McCoy, Carroll A.	727 W. 7th St.	Los Angeles
**McCoy, David A.	1019 Avalon Avenue	Wilmington
McKellar, J. H.	746 Herkimer Street	Pasadena
Miller, Wallace J.	523 West 6th Street	Los Angeles
Mills, Lloyd H.	609 S. Grand Avenue	Los Angeles
Morrison, Richard J.	Professional Building	Santa Monica
*Nesburn, Henry R.	1680 Vine Street	Los Angeles
Norene, Robert A.	727 W. 7th Street	Los Angeles
Ogden, J. O.	117 East 8th Street	Long Beach
Preston, Helen E.	1136 W. 6th Street	Los Angeles
Reed, James Ross	201 N. El Molino	Pasadena
Reed, Paul H.	727 W. 7th Street	Los Angeles
Robbins, Alfred R.	1930 Wilshire Blvd.	Los Angeles
Roberts, Jay G.	586 N. Main Street	Pomona
Rogers, John Brady	1401 S. Hope Street	Los Angeles
Shmukler, B. Cecelia	1930 Wilshire Blvd.	Los Angeles
Seech, Stephen G.	2007 Wilshire Blvd.	Los Angeles
Shumaker, Edgar K.	905 Roosevelt Bldg.	Los Angeles
Smith, Dennis V.	110 Pine Avenue	Long Beach
Smith, Harry A.	226 North Greenleaf Ave.	Whittier
Smith, W. Burr	1108 Roosevelt Bldg.	Los Angeles
Snow, H. L.	614 South Pacific	San Pedro
*Southgate, Paul	704 Professional Bldg.	Long Beach
Thornburgh, Robert G.	517 Professional Bldg.	Long Beach
Weiss, Herman	3875 Wilshire Blvd.	Los Angeles
Whalman, Harold F.	1147 Roosevelt Bldg.	Los Angeles
*Wilson, Clinton A.	609 S. Grand Avenue	Los Angeles
*Wilson, Warren A.	415 N. Camden Drive	Beverly Hills
*Ziskin, Daniel E.	1930 Wilshire Blvd.	Los Angeles

MARIN COUNTY

*Denicke, Ernest W.	1010 B Street	San Rafael
Furlong, Robert M.	1010 B Street	San Rafael

MENDOCINO COUNTY

Keaster, J. B.		Willits
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MERCED COUNTY

*McDowell, B. E.	Bank of America Bldg.	Merced
Willison, Eugene E.	Merced Clinic Bldg.	Merced

MONTEREY COUNTY

Clark, Howard E.	576 Hartnell St.	Monterey
Griess, R. O.	8 E. Alisal Street	Salinas
Hastings, S. W.	Professional Bldg.	Monterey

NAPA COUNTY

Kittle, Dallas B.	1333 Jefferson Street	Napa
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NEVADA COUNTY

Miller, William M.

320 Aeolia Drive

Auburn

ORANGE COUNTY

Brown, Dean C.

312-314 Spurgeon Bldg.

Santa Ana

Currey, Hiram M.

311 S. Main Street

Santa Ana

Elliott, Arthur C.

624 N. Los Angeles St.

Anaheim

Francis, Raymond

1501 N. Main Street

Santa Ana

*Maxwell, H. C.

1712 North Main Street

Santa Ana

Sellon, G. I.

213 N. Pomona Avenue

Fullerton

PLACER COUNTY

Miller, William M.

320 Aeolia Drive

Auburn

RIVERSIDE COUNTY

*Berke, Samuel D.

4540 8th Street

Indio

Connell, J. A.

201-202 Citizens Bank Bldg.

Riverside

Garrison, B. E.

460 Fargo Street

Riverside

Pierce, Michel J.

Indio

SACRAMENTO COUNTY

Haworth, M. W.

Medico-Dental Bldg.

Sacramento

Kelsey, T. W.

922 Forum Bldg.

Sacramento

McKee, C. B.

1008 Calif. State Life Bldg.

Sacramento

Spencer, George A.

I.O.O.F. Bldg. - 9th & K Sts.

Sacramento

Turner, E. C.

1019 Calif. State Life Bldg.

Sacramento

SAN BERNARDINO COUNTY

Dowd, Richard E.

Anderson Building

San Bernardino

*George, A. R.

291 E Street

San Bernardino

Hadley, Carl M.

315 Platt Building

San Bernardino

Hooval, John H.

105 West C Street

Ontario

Moose, Ray M.

575 - 5th Street

San Bernardino

Quinn, W. R.

47 E. Vine Street

Redlands

SAN DIEGO COUNTY

Berends, E. D.

625 Broadway

San Diego

Bond, Floyd M.

625 Broadway

San Diego

Durr, Samuel A.

233 A Street

San Diego

Hosmer, C. M.

625 Broadway

San Diego

*Kilgore, George L.

625 Broadway

San Diego

Koke, Martin P.

625 Broadway

San Diego

*Lucic, Hugo

625 Broadway

San Diego

Merrill, H. G.

3245 - 4th Avenue

San Diego

Monsees, Wayne

3245 - 4th Avenue

San Diego

Prendergast, John J.

2001 - 4th Avenue

San Diego

Ravin, Oscar G.

625 Broadway

San Diego

Rowland, Alan L.

625 Broadway

San Diego

SAN FRANCISCO COUNTY

Aiken, Samuel D.	384 Post Street	San Francisco
Barkan, Otto	490 Post Street	San Francisco
Bettman, Jerome W.	450 Sutter Street	San Francisco
Blak, Einar V.	1801 Bush Street	San Francisco
Boyle, S. F.	490 Post Street	San Francisco
*Campion, George S.	490 Post Street	San Francisco
*Carman, Henry F.	490 Post Street	San Francisco
Cordes, Frederick C.	384 Post Street	San Francisco
Dickey, Clifford Allen	450 Sutter Street	San Francisco
Edgerton, Ambrose E.	450 Sutter Street	San Francisco
*Fine, Max	490 Post Street	San Francisco
Green, Martin I.	1801 Bush Street	San Francisco
Hall, Thomas G.	919-920 Butler Bldg.	San Francisco
*Harrington, David O.	384 Post Street	San Francisco
Hicks, Avery	490 Post Street	San Francisco
Hogan, Michael J.	384 Post Street	San Francisco
Hosford, George N.	450 Sutter Street	San Francisco
Kadesky, David	1801 Bush Street	San Francisco
*Lachman, George S.	450 Sutter Street	San Francisco
*Maisler, S.	350 Post Street	San Francisco
Miller, Miriam	490 Post Street	San Francisco
Pischel, Dohrmann K.	490 Post Street	San Francisco
Pischel, Kasper	490 Post Street	San Francisco
Rodin, Frank H.	490 Post Street	San Francisco
Swett, Wilber F.	490 Post Street	San Francisco
*Tesauro, Nicholas	350 Post Street	San Francisco

SAN JOAQUIN COUNTY

Broaddus, C. A.	905 Medico-Dental Bldg.	Stockton
Brody, Yale	Bank of America Bldg.	Stockton
Gregory, Hunter L.	805 Medico-Dental Bldg.	Stockton
Powell, Barton J., Jr.	343 E. Main Street	Stockton
Powell, Dewey R.	501 Medico-Dental Bldg.	Stockton
Saslaw, Lewis B.	818 Bank of America Bldg.	Stockton

SAN LUIS OBISPO COUNTY

*Butler, W. D.	774 Marsh Street	San Luis Obispo
Kelker, G. D.	1114 Marsh Street	San Luis Obispo

SAN MATEO COUNTY

Murphy, William H.	205 3rd Avenue	San Mateo
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SANTA BARBARA COUNTY

*Baird, Charles G.		Santa Maria
*Campbell, J. Gary	1826 State Street	Santa Barbara
Gibb, W. Blake	1515 State Street	Santa Barbara
Henderson, C. W.	317 W. Pueblo Street	Santa Barbara
Hombach, Frank J.	1421 State Street	Santa Barbara
Loutfallah, Michel	1826 State Street	Santa Barbara
Mesirow, Maurice E.	117 E. Cook Street	Santa Maria
Olsen, Arthur Roy	1421 State Street	Santa Barbara

SANTA CLARA COUNTY

Beaudoux, H. A.	241 E. Santa Clara St.	San Jose
*Cassell, Irving	Room 502, St. Claire Building	San Jose
Jordan, Philip J.	910 Medico-Dental Bldg.	San Jose
Lee, Dorothea	310 Medico-Dental Bldg.	San Jose
Martin, P. T.	910 Medico-Dental Bldg.	San Jose
Moore, L. S.	910 Medico-Dental Bldg.	San Jose
Robertson, Gaynelle	261 Hamilton Avenue	Palo Alto
Smith, Herbert Gordon	261 Hamilton Avenue	Palo Alto
Thomas, Jerome B.	261 Hamilton Avenue	Palo Alto

SANTA CRUZ COUNTY

Bettencourt, M. F.	Lettunich Building	Watsonville
*Harrington, John T.	219 Soquel Avenue	Santa Cruz
**Hombach, Leo J.	99 Church Street	Santa Cruz
Shenk, Frederick P.	Medico-Dental Building	Santa Cruz

SHASTA COUNTY

*Kahn, Harold	1551 Market Street	Redding
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SOLANO COUNTY

Johnson, Malcolm C.	824 Marin Bldg.	Vallejo
Madeley, H. Randall	727 Sonoma Street	Vallejo

SONOMA COUNTY

McLeod, J. H.	618 4th Street	Santa Rosa
O'Connor, C. Addison	816 4th Street	Santa Rosa
Patterson, Gilbert L.	1116 Mendocino Avenue	Santa Rosa
Spears, J. Leslie	576 B Street	Santa Rosa

STANISLAUS COUNTY

Julien, Albert E.	Sierra Bldg.	Turlock
*Morris, John K.	1024 J Street	Modesto
Porter, J. A.	1024 J Street	Modesto

SUTTER COUNTY

*Morris, Samuel A.	725 4th Street	Marysville
Lewis, Joseph D.		Marysville

TEHAMA COUNTY

Frey, R. G.	737 Washington Street	Red Bluff
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TULARE COUNTY

Keiper, George F.	113 N. Church Street	Visalia
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VENTURA COUNTY

Howarth, E. M.
 Mahan, J. A.
 *Morrison, A. A.

705 Main St.
 804 West 5th St.
 705 Main Street

Santa Paula
 Oxnard
 Santa Paula

YOLO COUNTY

Gray, John

Woodland Clinic

Woodland

YUBA COUNTY

Lewis, Joseph D.
 *Morris, Samuel A.

725 - 4th Street

Marysville
 Marysville

OTHER STATES

Bibb, Clyde J.
 Creveling, Earle L.
 Fuller, John A.
 Inkrote, W. W.
 Lemery, C. W.
 *Moulton, Olin C.
 Stearns, Ralph W.
 Woods, Ernest A.

15 E. First Street

204 Medford Center Bldg.
 605-609 Medico-Dental Bldg.
 Medical-Dental Bldg.
 295 E. Main St.

Reno, Nevada
 Reno, Nevada
 Reno, Nevada
 Grants Pass, Oregon
 Medford, Oregon
 Reno, Nevada
 Klamath Falls, Oregon
 Ashland, Oregon

*Physicians in Army, Navy, or Defense Work

**Physicians available for limited appointments

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SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

SACRAMENTO
JUNE 13, 1944

HON. FRANK M. JORDAN
SECRETARY OF STATE
ROOM 109, STATE CAPITOL
SACRAMENTO, CALIFORNIA

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

JOHN C. CUNEO
922 J STREET
MODESTO

MRS. T. G. EMMONS
POST OFFICE Box 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES


IN REPLY PLEASE REFER
TO:

DEAR MR. JORDAN:

ATTACHED ARE THREE COPIES OF REGULATIONS CURRENTLY EFFECTIVE,
MADE BY THE STATE DEPARTMENT OF SOCIAL WELFARE.

THESE REGULATIONS ARE FILED IN ACCORDANCE WITH ARTICLE 21 OF
CHAPTER 3 OF TITLE 1 OF PART 3 OF THE POLITICAL CODE AS AMENDED
BY CHAPTER 628, STATUTES OF 1941.

VERY SINCERELY YOURS,


CHARLES M. WOLLENBERG, DIRECTOR
DEPARTMENT OF SOCIAL WELFARE

219
ENCL.

1944 JUN 14 AM 11 28

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 8, 1944

June 14

FILED

In the office of the Secretary of State
of the State of California

JUN 14 1944

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

1297

MANUAL LETTER NO. 52

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the three chapters as follows:

Institution Inmates, Revision 29
Investigation and Decision, Revisions 23 thru 25
Financial Procedures, Revisions 64 thru 67

These revisions, approved by the Social Welfare Board on May 25, 1944, have been made as a result of AGO NS5350, dated March 1, 1944 (Released with Circular Letter No. 258), covering hospital subventions. Changes have been made in the following three manual sections.

Sec. 165-15, Basis for State Payment--County Hospital Claim. This section incorporates the new provision for payment of the full month's hospital subvention when the former OAS recipient becomes ineligible or dies before the end of the month. Detail regarding the matter of claims for the hospital subvention has been deleted, as this subject is now covered in Sec. 627-25.

Sec. 230-60, Guardianship. Minor changes have been made for purpose of clarification and to delete reference to certain blind aid forms which have been combined with B1 200, 206, 207 and 208.

Sec. 627-25, County Hospital Claim Under W&IC, Sec. 2160.7. This section sets out detailed financial procedures for claiming for the county hospital subvention and further provides for non-overlapping of state aid as provided in AGO NS5350 and Sec. 165-15.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

165-05 DEFINITION OF COUNTY HOSPITAL UNDER W&IC, SEC. 2160.7
OAS

165-05

A county hospital, as the term is used in Sec. 2160.7 of the W&IC, is an institution which is established and maintained by a county and is operated primarily for the purpose of rendering medical care to the inmates. A county hospital is considered an institution operated "primarily for the purpose of rendering medical care" when all of the following conditions are present:

1. Inmates are under regular supervision by a physician who is in the hospital every day, Sundays and holidays excepted, but not when a physician is in attendance only on certain days of the week or "on call" only;
2. A registered nurse is in charge at all times;
3. The hospital has adequate facilities for necessary laboratory work, or other adequate provision for necessary laboratory work in connection with individual cases is available;
4. Adequate records for individual patients are kept, including preliminary history, report of physical examination, reports of necessary laboratory tests, the diagnosis on admission, progress notes, treatments, medication, etc.

A county institution which provides only shelter and maintenance and is not equipped to render medical care, or wherein medical care is incidentally rendered to its inmates is not considered an institution operated primarily for the purpose of rendering medical care. (W&IC 2140, 2160.7; AGO NS3740)

**165-00 PAYMENT TO COUNTY UNDER W&IC, SEC. 2160.7
OAS****165-00**

A claim for payment to the county for medical care at county expense rendered to a former recipient of OAS may be made when all of the following conditions are met:

1. The individual entered the county hospital for medical care on September 13, 1941, or thereafter and was receiving OAS on the date of admission;
2. The individual has been confined in the county hospital for 60 days (the day on which the recipient enters the county hospital constitutes the first day of the 60-day period) and payment of aid has terminated (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION);
3. The county hospital is operated primarily for purpose of rendering medical care (SEE SEC. 165-05, DEFINITION OF COUNTY HOSPITAL);
4. The individual received medical care during each month for which a claim is made, and the certification of the hospital superintendent or attending physician that he received such care is on file in the county welfare case record (SEE SEC. 165-10, DEFINITION OF MEDICAL CARE);
5. The county case record shows that the recipient was eligible to receive OAS when he was admitted to the county hospital and that routine determination by the county gives evidence of continuing eligibility.

When the individual for whom a claim is made is receiving medical care in a county hospital other than in a hospital owned and operated by the county of residence, there shall be evidence to establish that the county of residence is paying the county rendering the service for such care. (W&IC 2140, 2160.7; AGO NS-3740)

165-15 BASIS FOR STATE PAYMENT--COUNTY HOSPITAL CLAIM
OAS

165-15

The State's payment for hospital care shall not exceed the amount of the State's participation in the amount of OAS to which the county hospital inmate would be eligible were he not a hospital inmate. (SEE SEC. 627-25, COUNTY HOSPITAL CLAIM, UNDER W&IC, SEC. 2160.7) W&IC 2160.7)

EXAMPLE A: UPON ADMITTANCE TO THE COUNTY HOSPITAL FOR MEDICAL CARE, THE RECIPIENT'S GRANT WAS \$26 A MONTH, AS HE WAS RECEIVING BOARD AND ROOM VALUED AT \$24 MONTHLY IN HIS DAUGHTER'S HOME. WERE HE NOT CONFINED IN THE HOSPITAL HE WOULD CONTINUE TO RECEIVE BOARD AND ROOM IN THE DAUGHTER'S HOME. THE CLAIM FOR STATE SUBVENTION SHALL BE MADE ON THE BASIS OF A \$26 MONTHLY OAS GRANT.

EXAMPLE B: UPON ADMITTANCE TO THE COUNTY HOSPITAL FOR MEDICAL CARE, THE RECIPIENT'S GRANT WAS \$48 AS \$4, THE VALUE OF OCCUPANCY OF HIS OWN HOME, WAS DEDUCTED FROM TOTAL NEED OF \$52. THE CLAIM FOR STATE SUBVENTION SHALL BE MADE ON THE BASIS OF A \$48 MONTHLY OAS GRANT.

There shall be no overlapping of payment to the county for hospital care and payment of OAS to the individual. If upon release from the county hospital the former recipient is eligible for restoration, aid should be restored for the balance of the month in which he is not in the hospital. (SEE SEC. 215-00, RESTORATION OF AID) When OAS is restored as of the date the former recipient leaves the county hospital, claim for the hospital subvention shall terminate as of the preceding day. (W&IC 2140, 2160E, 2160.6; AGO NS5350)

EXAMPLE C: FORMER OAS RECIPIENT LEAVES COUNTY HOSPITAL ON MARCH 15. OAS IS RESTORED AS OF MARCH 15. MARCH 14 IS THE LAST DAY FOR WHICH THE HOSPITAL SUBVENTION IS PAYABLE.

A former recipient for whose care the hospital subvention is paid may become ineligible to OAS, or die, before the end of a particular month. Claim for the hospital subvention in such case shall be based on the full month. (W&IC 2140; AGO NS5350)

**165-10 DEFINITION OF MEDICAL CARE IN COUNTY HOSPITAL
UNDER W&IC, SEC. 2160.7
OAS**

165-10

An inmate of a county hospital is deemed to be in receipt of medical care when (a) he is given a physical examination upon entering, (b) a diagnosis is made, and (c) he is under the continuing daily supervision of a physician, or under the supervision of a registered nurse whose function it is to call a physician's attention to individual patients who appear to be in need of the physician's services. It is not necessary that the inmate receive actual treatment or medication by a physician. (W&IC 2140, 2160.7; AGO NS3740)

the finances and property of the ward such as authorization for financial investigation, property conveyances, financial contracts, warrants, etc. If aid is granted, the warrants shall be made out to the guardian of the estate and shall be delivered to him.

Only his endorsement of such warrants is valid and the guardian's signature should be included in the county signature file.

A guardian of both the person and estate has entire responsibility for the person of the ward and his financial affairs. Only his signature is valid on any and all documents relating to the ward or his financial affairs. (W&IC 2140, 3075, 3460; PROB. C 1460 ET. SEQ.)

When a guardian of the person or of the estate, or of both the person and the estate, has been appointed prior to the date aid is granted, Summary of Letters of Guardianship (Form DPA 5) shall be submitted to the SDSW with the Certificate of Verification of Eligibility (Form Ag, Bl 201). (SEE SEC. 250-05, REPORTING ACTION ON APPLICATIONS TO SDSW.) A copy of Form DPA 5 shall be attached to each copy of the Form Ag, Bl 201 retained for county use. (SEE FORM DPA 5 IN SEC. 250-99, FORMS USED IN INVESTIGATION PROCEDURE.)

When a guardian is appointed subsequent to the granting of aid, report shall be made to the SDSW in accord with the following procedure:

1. Guardian of the estate (or person and estate)--A Notice of Change (Form Ag, Bl 232) reporting the change of payee effective with the first of the month following the date letters of guardianship were issued shall be submitted to the SDSW. Form DPA 5 shall be submitted at that time.
2. Guardian of person--Form DPA 5 shall be completed during the next annual reinvestigation and forwarded to the SDSW with the Certificate of Reinvestigation of Eligibility (Form Ag, Bl 207, or Form Ag, Bl 208.)

When a recipient who has a guardian of the person, or the estate, or both, moves to another county and transfer arrangements are contemplated, it shall be the responsibility of the first county to notify the second county of the guardianship by attaching a copy of Form DPA 5 to the Notification of Transfer (Form Ag, Bl 215), forwarded to the latter county. (An individual who has a guardian of the person is not capable, himself, of exercising the requisite intent to establish residence; but the guardian may, by expression or action, fix the residence for his ward.) (W&IC 2140, 3075, 3460)

When the letters of guardianship are vacated and a recipient's guardian discharged, or guardianship is terminated by the death of guardian, the county shall notify the SDSW immediately giving date of termination. Notification shall be made by submission of a Notice of Change (Form Ag, Bl 232). When the guardian was of the estate or of the person and estate, the Notice of Change shall report the change in payee.

The costs of guardianship, i.e., court costs, attorney and bonding fees, etc., do not constitute a need of the individual to be considered in determining the grant of aid, and such costs may not be paid from the grant of aid.

3. Contemporaneity of a record with the event it records gives a document substantial importance. A record of birth made at the time of birth, for example, would have greater validity than a registration within the past two years of a birth occurring prior to that time. Facts often become distorted with time and records made later than the event itself may be colored by motives other than that of making a record for the record's sake.

Documentary evidence such as public records may be more accurate than other types of evidence. When information secured during the investigation raises a question concerning the validity of documentary evidence, further inquiry is necessary. The document's source should be evaluated when there is reason to question its adequacy. When a public record is based on a personal affidavit made after the event, the affiant's motives and basis of his knowledge should be considered in determining the relative value of the document. Original documents may be more reliable than copies of such documents since one source of error, that of miscopying, is avoided.

The source of all data establishing eligibility shall be given in the case record. When the worker has reason to question a statement of a reference, the reason for such doubt should be clearly indicated. Observation of the worker may indicate the informant's attitude and character and, as such, may be important. Observation should, however, be specifically reported as impressions and supported by a full account of the events, occurrences, or behavior which the worker noted. (W&IC 1560, 2140, 3075, 3460; FSSB)

230-60 GUARDIANSHIP OAS, ANB, APSB

230-60

Guardians are appointed for persons adjudged unable to manage and care for themselves or their property without assistance. Only a person who has been granted letters of guardianship by a court of competent jurisdiction may act as guardian. (SEE GLOSSARY--GUARDIAN AND WARD FOR DEFINITION OF TERMS, METHOD OF APPOINTMENT, ETC. SEE SEC. 201-10, PERSON MAKING APPLICATION.)

One who is guardian of the person only may not act for his ward in financial matters. Therefore, the signature of the ward and that of the guardian of the person are required on the Application (Form Ag, Bl 200), Recipient's Affirmation of Eligibility (Form Ag, Bl 206), or other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the person is the only signature required on affidavits or other documents pertaining to the person or whereabouts of the ward such as age, citizenship, residence, etc. Guardianship of the person does not affect the payment of aid, and warrants shall be made payable to the recipient whose signature remains valid on all financial documents.

One who is guardian of the estate only has no responsibility for the person or whereabouts of his ward. His signature and that of the ward are required on Forms Ag, Bl 200, and Ag, Bl 206, or other documents relating to both the person and to the financial affairs of the ward. The signature of the guardian of the estate is the only signature required on documents pertaining solely to

231-00 AGE VERIFICATION
OAS, ANB, APSB

231-00

The county shall secure verification that the applicant for OAS has, or has not, reached the age of 65. It is the responsibility of the applicant in so far as he is able, to give information to assist the county in securing verification of age in accord with the provisions of the Age Chapter, 105-00.

In ANB and APSB see Sec. 106-05, Proof of Age Required in ANB and APSB.

All proof of age obtained by the county or information regarding age taken from documents which are returned to the applicant shall be retained in the county record, and the record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as birth or baptismal certificates or other documents of personal value to the individual should remain in his possession. (SEE SEC. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE, AND SEC. 231-10, INSTRUCTIONS FOR EVIDENCE OF AGE FORM.) (W&IC 1560, 2140, 3075, 3460)

Aid shall not be granted to a ward when the guardian of his estate is an employee of the county welfare department. Aid may be granted to a ward whose guardian of the estate is an employee of the SDI provided the ward is otherwise eligible. (There is no Federal participation in such aid.) (W&IC 2140, 3075, 3460; FSSB)

See Secs. 462-00 et seq., the Extramural Program of the State Department of Institutions and 462-50, Guardianship of the State Department of Institutions.

230-75 HOME VISITS DURING INVESTIGATION
OAS, ANB, APSB, ANC

230-75

A home visit shall be made during the investigation of the application when there are reasonably adequate public transportation facilities available to the home. When, due to travel restrictions, a home visit cannot be made, an interview shall be held elsewhere with the applicant and his living arrangements as reported by him shall be recorded. The case record shall set forth the conditions which made a home visit impossible. When an applicant is bedridden, a home visit is necessary.

When a home visit is made in ANC, the family's living arrangements and standards should be ascertained by observing the physical aspects of the home, housekeeping standards, household management, and family's cultural or recreational interests and activities. (W&IC 1560, 2140, 3075, 3460)

- (2) When county hospital subvention is claimed for a portion of the month and the remainder of the month is claimed on the OAS claim the Federal share is allocated first on the OAS claim. The remainder of what would have been the Federal share for the full month if OAS had been paid is taken into consideration in arriving at the State share on the county hospital claim.

EXAMPLE D: FORMER OAS RECIPIENT WHO WAS RECEIVING AID AT THE RATE OF \$50 A MONTH IS IN THE HOSPITAL UNTIL JANUARY 17 WHEN HE IS DISCHARGED AND OAS IS RESTORED. HE RECEIVES A WARRANT IN THE AMOUNT OF \$24.19 (15/31 OF \$50). THE OAS CLAIM IS FILED IN THE USUAL MANNER WITH 1/2 OF THE AMOUNT OF THE WARRANT, \$12.10, CLAIMED AS THE FEDERAL SHARE. ON THE COUNTY HOSPITAL CLAIM THE TOTAL AMOUNT IS REPORTED AS \$25.81 (16/31 OF \$50) FROM WHICH IS DEDUCTED \$7.90 (\$20 FEDERAL MAXIMUM FOR FULL MONTH LESS \$12.10 CLAIMED ON VOUCHER CLAIM) THE RESULT BEING \$17.91, BASIS FOR STATE SHARE IN A REGULAR CASE AND ACTUAL STATE SHARE IN A NON-COUNTY CASE. THE ACTUAL STATE SHARE IN A REGULAR CASE (NOT REPORTED ON FORM AG 801-H) IS 5/6 OF \$17.91, OR \$14.93. (SEE CASE NUMBER 12, FORM AG 801, AND CASES NUMBERS 3 AND 4, FORM AG 801-H.)

Proof on Example D (Regular Case)

OAS					
Claim-					
Warrant					
Amt.	\$24.19	Fed. Share	\$12.10	State	
				Share	\$10.07 Co. Share \$2.02
Co.					
Hospital					
Claim -		Fed.Share			Co. Share
Total		if OAS had		State	if OAS had
Amt.	25.81	been paid	7.90	Share	14.93 been paid 2.98
				State	
Total	\$50.00	Fed. Share	\$20.00	Share	\$25.00 Co. Share \$5.00

(W&IC 2020.01, 2021.01, 2140, 2160.7, 2187.01; AGO NS5240, NS5350)

For further information on this subject see:

- Sec. 164-10, Eligibility During Hospitalization
- Sec. 165-00, Payment to County Under W&IC, Sec. 2160.7
- Sec. 165-05, Definition of County Hospital Under W&IC, Sec. 2160.7
- Sec. 165-10, Definition of Medical Care in County Hospital Under W&IC, Sec. 2160.7
- Sec. 165-15, Basis for State Payment---County Hospital Claim

627-25 COUNTY HOSPITAL CLAIM UNDER W&IC, SEC. 2160.7
OAS

627-25

County Hospital Claims cover State payments to counties for medical care extended to former OAS recipients confined in county hospitals. Only one claim for each month should be filed. It should include the names of all persons receiving medical care in the county hospital during the current month provided they were admitted for medical care, were receiving OAS at the time of admission and would continue to be eligible to receive OAS if they were not in the hospital. County hospital subvention is paid only after OAS has been discontinued. It continues until the end of the month in which the person leaves the hospital or ceases to be eligible for other reasons except when OAS is restored during the month in which the person leaves the hospital. In the latter instance county hospital subvention is paid only up to the date on which OAS is restored. There shall be no overlapping of OAS and county hospital subvention.

EXAMPLE A: OAS RECIPIENT ENTERS COUNTY HOSPITAL FOR MEDICAL CARE ON SEPTEMBER 14. OAS IS DISCONTINUED NOVEMBER 30. COUNTY HOSPITAL SUBVENTION BEGINS DECEMBER 1. PERSON DIES JANUARY 17. COUNTY HOSPITAL SUBVENTION IS CLAIMED FOR THE ENTIRE MONTHS OF DECEMBER AND JANUARY.

EXAMPLE B: OAS RECIPIENT ENTERS COUNTY HOSPITAL FOR MEDICAL CARE ON SEPTEMBER 14. OAS IS DISCONTINUED NOVEMBER 30. COUNTY HOSPITAL SUBVENTION BEGINS DECEMBER 1. PERSON LEAVES COUNTY HOSPITAL JANUARY 17 AND OAS IS RESTORED ON THAT DATE. COUNTY HOSPITAL SUBVENTION IS CLAIMED FOR THE ENTIRE MONTH OF DECEMBER AND FOR 16 DAYS IN JANUARY. OAS IS PAID FOR 15 DAYS IN JANUARY AND REIMBURSEMENT IS CLAIMED ON THE OAS CLAIM.

In regular cases only the total amount of OAS to which aged persons would be eligible if not confined in the county hospital and the basis for State share are reported on Form Ag 801-H, Claim for State Aid for Care of Needy Aged Persons in County Hospital. The actual amount due from the State in regular cases is not computed on individual cases but is computed on a total basis for all such cases on Form Ag 800-H, Aid Affidavit. In non-county cases the total amount and the actual State share is reported for each case on Form Ag 801-H and the total of the State share for all such cases is carried forward on Form Ag 800-H.

The method for computing the basis for the State share in regular cases and the State share in non-county cases is as follows:

- (1) When county hospital subvention is claimed for the full month, the basis for the State share is the total amount of OAS the aged person would have received had he not been confined in the county hospital, less the amount that would have been the Federal share if OAS had been paid.

EXAMPLE C: \$50 OAS WAS BEING PAID WHEN RECIPIENT ENTERED HOSPITAL. CLAIM FOR COUNTY HOSPITAL CARE FOR COUNTY HOSPITAL CARE IS BEING MADE FOR THE FULL MONTH. \$20 (1/2 UP TO \$40) WAS THE FEDERAL SHARE OF OAS. THE DIFFERENCE BETWEEN \$50 AND \$20, OR \$30, IS THE BASIS FOR STATE SHARE IN A REGULAR CASE ON THE HOSPITAL CLAIM. THE ACTUAL STATE SHARE (NOT REPORTED ON FORM AG 801-H) IS 5/6 OF \$30 OR \$25. THE ENTIRE AMOUNT OF \$30 IS THE STATE SHARE FOR A NON-COUNTY CASE AND IS REPORTED ON FORM AG 801-H. (SEE CASES NUMBERS 1 AND 2, FORM AG 801-H.)

BOARD OF SUPERVISORS UNTIL JANUARY 10, WHEN AID IS APPROVED TO BEGIN NOVEMBER 1, THE FIRST OF THE MONTH DURING WHICH THE 90-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE ANB OR ANC PAYMENTS MADE IN JANUARY FOR NOVEMBER AND DECEMBER

Federal participation is available for retroactive aid paid in cases of (1) retroactive increase of award, (2) erroneous underpayments and (3) certain delayed payments, other than initial payments, as specified and if paid within the time limits allowed in Sec. 361-25, Retroactive Aid Payments by County.

In OAS and ANB, there is no Federal participation in payments made to a guardian who is an employee of the SDI or the county welfare department. (SEE SEC. 230-60, GUARDIANSHIP)

Federal participation is available for a recipient (in ANC the child for whom aid is granted) receiving medical or surgical care in a public institution until the end of the month following that in which the recipient is admitted to the hospital. Exception: In OAS and ANC Federal participation in two monthly payments is available when determination has been made that the hospitalization is for a temporary period. (SEE SECS. 164-10, ELIGIBILITY DURING HOSPITALIZATION, AND 164-20, ELIGIBILITY DURING HOSPITALIZATION) (W&IC 1553, 1560, 2140, 2186, 3075, 3087; FSSB)

EXAMPLE E: AN OAS RECIPIENT IS ADMITTED TO COUNTY HOSPITAL AUGUST 10. AID IS PAID FOR SEPTEMBER AND OCTOBER BECAUSE ON THE FIRST OF EACH MONTH HE HAS NOT BEEN IN THE HOSPITAL FOR TWO CALENDAR MONTHS. IF A DETERMINATION IS MADE THAT HOSPITALIZATION WILL BE TEMPORARY THERE IS FEDERAL PARTICIPATION IN BOTH THE SEPTEMBER AND OCTOBER PAYMENTS. IF, HOWEVER, HOSPITALIZATION IS NOT DETERMINED TO BE TEMPORARY FEDERAL REIMBURSEMENT IS AVAILABLE ONLY THROUGH THE MONTH OF SEPTEMBER.

For further discussion of Federal participation see Secs. 627-45, Partial Month Claims—Basis for Federal participation, 627-80, Federal Participation on Children Between Ages of 16 and 18 Years, 627-85, Federal Participation When an Additional Child Becomes Eligible for Aid During Month, 627-90, Two or More Family Budget Units in One Household, and 628-00, Payees Eligible Under Social Security Act.

**627-30 BASIS FOR FEDERAL PARTICIPATION
OAS, ANB, ANC****627-30**

In OAS and ANB the maximum basis for Federal participation is \$40. The actual Federal share is one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which meet Federal eligibility requirements. (W&IC 2186, 3087; FSSA)

ANC

In determining the maximum basis on which the Federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$18 for one child and \$12 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for Federal participation is \$18; if there are two eligible children in the family budget unit, the maximum basis for Federal participation is \$30; if there are three eligible children, the maximum basis is \$42; etc. The actual Federal share is one-half of the amount paid up to the maximum Federal basis. (W&IC 1553, 1560; FSSA)

EXAMPLE A: A FAMILY BUDGET UNIT CONSISTS OF FOUR ELIGIBLE CHILDREN AND THE TOTAL GRANT TO THE FAMILY PAID BY ONE WARRANT IS \$60. THE BASIS FOR FEDERAL PARTICIPATION IN THIS CASE IS \$54 (THE MAXIMUM FEDERAL BASIS FOR FOUR CHILDREN). (SEE CASE NO. 4, FORM CA 801.)*

When one or more children of a family group have non-county status and the remaining children have regular status, the \$18 basis for Federal participation is allocated to a child having regular status. (See Case No. 5, Form CA 801.)* (W&IC 1556, 1560)

OAS, ANB, ANC

There is no Federal participation in initial payments not made in the month for which such payments are approved, except in appeal cases approved by the SSWB. The first payments made on new applications and restorations are initial payments. (SEE SECS. 325-75, RETROACTIVE AID, AND 611-60, INITIAL PAYMENTS)

Federal participation is not available for any retroactive payments for any months between the expiration of the investigation period and the month in which assistance is authorized and paid. (SEE SECS. 611-70, RETROACTIVE INITIAL PAYMENTS, AND 626-50, SUPPLEMENTAL AID CLAIMS)

EXAMPLE B: REQUEST FOR RESTORATION OF OAS AFTER DISCONTINUANCE DUE TO EMPLOYMENT IS MADE ON MARCH 16. THE 30-DAY INVESTIGATION PERIOD EXPIRES APRIL 15. BUT DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL MAY 5, WHEN AID IS GRANTED TO BEGIN APRIL 1, THE FIRST OF THE MONTH DURING WHICH THE 30-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENT MADE IN MAY FOR APRIL.

EXAMPLE C: APPLICATION FOR OAS IS SIGNED ON SEPTEMBER 25. THE 60-DAY INVESTIGATION PERIOD EXPIRES ON NOVEMBER 24. DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL FEBRUARY 5, WHEN THEY GRANT AID TO BEGIN DECEMBER 1, THE FIRST OF THE MONTH FOLLOWING THE EXPIRATION OF THE 60-DAY PERIOD. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENTS MADE IN FEBRUARY FOR DECEMBER AND JANUARY.

EXAMPLE D: APPLICATION FOR ANB OR ANC IS SIGNED ON AUGUST 5. THE 90-DAY INVESTIGATION PERIOD EXPIRES NOVEMBER 3. DETERMINATION THAT APPLICANT OR CHILD IS ELIGIBLE IS NOT MADE BY THE

*EXAMPLES OF THE VARIOUS TYPES OF CASES ARE SHOWN ON THE SAMPLE FORMS IN SEC. 629-59, COUNTY AID CLAIM FORMS.

FORM AG 801-H

State of California
Form Ag 801-H, Revised May 1944
Claim to accompany Affidavit (Form Ag 800-H)

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

CLAIM FOR STATE AID FOR CARE OF NEEDY AGED PERSONS
IN COUNTY HOSPITAL

(AS PROVIDED UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE)

BY XXX COUNTY, CALIFORNIA
MONTH OF JANUARY, 1944

1 NAME	2 STATE NUMBER	3 REGULAR CASES		4 NON-COUNTY CASES		5
		-A- TOTAL AMOUNT OF OAS TO WHICH AGED PERSONS WOULD BE ELIGIBLE IF NOT CON- FINED IN COUNTY HOSPITAL. (NOT TO EXCEED \$50.00 PER MONTH.)	-B- BASIS FOR STATE SHARE TOTAL COL. 3A LESS FEDERAL SHARE IF OAS HAD BEEN PAID. (SEE MANUAL OF POLICIES AND PROCEDURES SEC. 627-25 COUNTY HOSPI- TAL CLAIM.)	-A- TOTAL AMOUNT OF OAS TO WHICH AGED PERSONS WOULD BE ELIGIBLE IF NOT CON- FINED IN COUNTY HOSPITAL. (NOT TO EXCEED \$50.00 PER MONTH.)	-B- STATE SHARE TOTAL COL. 4A LESS FEDERAL SHARE IF OAS HAD BEEN PAID. (SEE MANUAL OF POLICIES AND PROCEDURES SEC. 627-25 COUNTY HOSPI- TAL CLAIM.)	
FAMILY	GIVEN					DO NOT WRITE IN THIS SPACE
Miller	Sally	1	50.00	30.00		(See Example C, Sec. 627-25, County Hospital Claim.)
Jones	Stella	2			50.00	"
Williams	James	3	25.81	17.91		(See Example D, Sec. 627-25.)
Adams	Henry	4			25.81	"
SUPPLEMENT FOR PRIOR MONTHS						
				December 1943		
Miller	Sally	1	10.00	10.00		(See Sec. 626-50 Supplemental Aid Claims.)

PAGE NO. _____

FORM AG 800-H

STATE OF CALIFORNIA

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FROM XXX COUNTY
STATE AID FOR
CARE OF NEEDY AGED PERSONS IN COUNTY HOSPITAL
(AS PROVIDED UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE)
MONTH OF January, 1944 FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total aid to which aged persons would be eligible under the Old Age Security Law if not confined in County Hospital. (Total of Columns 3A and 4A, Form Ag 801-H) Number of Persons: Current Month <u>4</u> : Prior Months <u>2</u>	\$151.62	\$ 10.00
2. Basis for State share - Regular cases (Total Column 3B, Form Ag 801-H)	\$ 47.91	\$ 10.00
3. State share regular cases (5/6 of Item 2)	\$ 39.93	\$ 8.33
4. State share non-county cases (Col. 4B, Form Ag 801-H)	\$ 47.91	\$
5. Amount due from State funds (Item 3 plus Item 4)	\$ 87.84	\$ 8.33
6. Less: State share of Adjustments (Total Col. 8, Form Ag 803)	\$ 0.00	
7. Net Amount due from State funds (Item 5 less Item 6)	\$ 87.84	
8. TOTAL AMOUNT DUE FROM STATE FUNDS (Item 7, Col. A plus Item 5, Col. B)	\$ 96.17	
AMOUNTS FOR REPORTING PURPOSES ONLY		APPROVAL STAMP
9. Total basis for adjustment shown in Item 6. (Total Col. 5, Form Ag 803)	\$ 0.00	

STATE OF CALIFORNIA, COUNTY OF XXX)ss.

I, Richard Roe, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER 1 OF DIVISION 111 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS seventh DAYOF February, 1944

John Jones
TITLE Deputy County Clerk

Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE.

Allen Smith
SIGNATURE OF COUNTY AUDITOR

Form Ag 800-H, effective January 1, 1944
Affidavit to accompany monthly
County Hospital Claim (Form Ag 801-H)

CASH CLAIM - AID

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 26, 1944

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY
MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY
JOHN C. CUNEO
922 J STREET
MODESTO
MRS. T. G. EMMONS
POST OFFICE Box 12
SALINAS
WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.

1944 JUN 26 PM 3 28
b5

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 21, 1944

1297

MANUAL LETTER NO. 54

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the two chapters as follows:

Purpose and General Provisions	Revisions <u>13</u> thru <u>15</u>
Residence	Revision <u>38</u>

These revisions were approved by the Social Welfare Board on May 25, 1944.

Sec. 102-00, Aid in Own Home. This section has been amended to include the matter of aid being granted to the applicant for OAS in a home "of his own choosing" which was added by the 1943 legislature in W&IC, Sec. 2005.

Sec. 102-40, Aid Inalienable. The last paragraph of this section has been deleted since the subject of repayments is covered in Secs. 670-00 thru 671-25.

Sec. 102-60, Change From One Form of Aid to Another. This section has been clarified to stress the importance of non-interruption of grant, whenever possible, while aid is changed from one category to another. Transfers from ANB to OAS are particularly important in this regard, especially when ANB or APSB recipients are found to be ineligible, but are eligible for OAS.

Sec. 123-20, Return From Out-of-State to County of Residence After Aid Discontinued. The main change in this section is the deletion of the example for purposes of clarification.

The issuance of this material renders obsolete the following bulletin material:

Bulletin 211: all reference to W&IC Section 2005 on Page 2.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

**102-00 AID IN OWN HOME
OAS, ANB, APSB, ANC**

In OAS, ANB, and APSB aid shall be granted to a person in his own or in some other suitable home of his own choosing, in preference to placing him in an institution. (W&IC 2005, 3075, 3460)

The object and purpose of ANC is to keep children in their own homes wherever possible. The best possible substitute for their own homes shall be provided for children who must be given foster care. (W&IC 1503)

**102-10 CARE OF CHILDREN
ANC**

102-10

No public official, agent or representative shall be authorized in carrying out any of the provisions of the ANC law, to take charge of any child over the objection of either of the parents of such child, or of the person standing in the place of a parent to such child, except pursuant to a proper court order. (W&IC 1502)

**102-15 CUSTODY OF RECIPIENT
OAS**

102-15

No OAS recipient shall be considered in the custody of the State, or any subdivision thereof, by reason of such aid, or subject to control in his manner of living by State or county officials or employees of the county in which he shall reside, save when adjudged incompetent to care for himself by proper tribunal or when admitted to a State or county hospital for medical attention, when he shall be subject to the rules of the institution in the same degree as other patients. Nothing contained herein shall prevent the payment of aid to any responsible person acceptable to the recipient for the benefit of the recipient, as provided elsewhere in the OAS Law. (W&IC 2193)

**101-05 PURPOSE AND CONSTRUCTION
OAS****101-05**

The purpose of the OAS law is to provide for aid to the needy aged residing within the State.

The OAS law contemplates a cooperative program of Federal, State, and county aid to provide assistance to aged persons who are without adequate resources for their own care.

The provisions of the law shall be liberally construed. (W&IC 2001, 2003)

**101-15 PURPOSE AND CONSTRUCTION OF ANB AND APSB LAWS
ANB, APSB****101-15**

The purpose of the APSB law is to provide a plan whereby blind residents of this State may be encouraged to take advantage of and to enlarge their economic opportunities, to the end that they may render themselves independent of public assistance and become entirely self-supporting. To achieve this objective, resources and income beyond the necessities of bare decency and subsistence are required. The retention of necessary income and resources by those blind persons who show a reasonable probability of being able and willing to undertake the acquisition of resources and income necessary for self-support will encourage them in their efforts to become self-supporting.

The ANB Law is an expression of California's recognition of the fact that blindness often makes it impossible for an individual to support himself. At the same time, it may make his need for security much greater than that of persons with unimpaired vision.

The Federal, State and county governments participate financially in the ANB program while State and county governments only participate in the APSB program.

The provisions of both the ANB and APSB laws shall be liberally construed to effect their objects and purposes. (W&IC 3001, 3400, 3401)

**101-25 PURPOSE AND CONSTRUCTION OF ANC LAW
ANC****101-25**

In passing legislation providing for ANC, the State has recognized its responsibility for the protection and care of children whose dependency is due to certain circumstances beyond their control.

The law provides for assistance for the care of children in order that they may remain in their own homes or with their own relatives when they have been deprived of the support of their parents. The best possible substitute for their own homes must be provided for children in need of foster home care. The law thus recognizes the principle of the importance of family life for every child.

The provisions of the law shall be liberally construed to effect these objects and purposes.

This program is a joint Federal, State, and county undertaking. (W&IC 1503, 1507)

**102-50 SOLICITATION OF ALMS
ANB, APSB****102-50**

No person who publicly solicits alms in any part of the State shall be eligible to receive aid. "Publicly solicits" shall be construed to mean either wearing, carrying, or exhibiting signs denoting blindness for the securing of alms, or carrying receptacles for the purpose of securing alms or doing the same by proxy; or stationary or house to house begging; or any other means of publicly seeking alms. (W&IC 3046, 3446)

**102-60 CHANGE FROM ONE FORM OF AID TO ANOTHER
OAS, ANB, APSB****102-60**

An applicant for or recipient of OAS may apply for ANB or APSB or vice versa. His application shall receive consideration and if eligible aid shall be granted.

Aid shall not be received under the ANB or APSB law while aid under the OAS law is being received and vice versa; i.e., aid shall be discontinued in OAS as of the day preceding the date on which ANB or APSB begins or vice versa. (W&IC 2140, 3045, 3075, 3445, 3460)

A person who is receiving APSB may not change to ANB until one full year from the date on which his application was filed. A person receiving ANB may change to APSB at any time. (W&IC 3083.5, 3473)

When aid is changed from one category to another every possible effort should be made to the end that, whenever possible, no interruption in the receipt of aid occurs; neither shall there be overlapping of the date of discontinuing one aid and the date of beginning the other aid.

Those points of eligibility such as real and personal property, responsibility of relatives, income, etc., which require the same type of evidence for verification for either type of aid, need not again be verified for the purpose of transfer from one type of aid to another. (W&IC 2140, 3075, 3460)

**102-20 NO PAUPER DESIGNATION
OAS, ANB, APSB, ANC****102-20**

No person for whom aid is granted under the ANB, APSB and OAS law shall be deemed a pauper because of the receipt of such aid.

The laws governing the categorical aids are separate and apart from the law for the aid and relief of indigents.

No warrant drawn in payment of OAS, ANB and APSB aid shall contain any reference to indigency or pauperism. It is advisable to designate the county funds from which such payments are made, so that there will be no reference on the warrant to "Indigent Fund," etc. A suitable term would be "Welfare and Security Fund." (W&IC 1560, 2009, 3002, 3401.5)

102-30 EXPENDITURE OF AID**102-30****OAS, ANB, APSB**

No person concerned with the administration of the ANB or APSB law shall dictate how any person shall expend the aid granted to him. (W&IC 3003, 3402)

No provision of the OAS law requires or purports to require that income received by any person, whether the recipient of aid, or one who has been the recipient of aid, shall be expended by that person either for particular purposes or in particular amounts. (W&IC 2140; AGO NS2879)

**102-40 AID INALIENABLE
OAS, ANB, APSB, ANC****102-40**

All aid given under these laws shall be absolutely inalienable by any assignment, sale, attachment, execution, or otherwise and in case of bankruptcy the aid shall not pass through any trustee or other person acting on behalf of creditors.

Recipients in OAS, ANB, and APSB, have absolute right to their full grant of aid. Legal compulsion shall not be used to divert the aid. (W&IC 1505, 2006, 3008, 3407; AGO NS1382)

**123-20 RETURN FROM OUT OF STATE TO COUNTY OF RESIDENCE
AFTER AID DISCONTINUED
OAS, ANB, APSB, ANC**

123-20

A former recipient of aid or a child formerly receiving ANC whose aid has been discontinued for cause during absence from the State, but who has retained California residence by intent or, if a child, by the parent's intent or act and intent, would not have interrupted his California residence by such absence and aid may begin immediately upon physical return to the State. The fact that residence was retained and that need continues shall be verified.

This section is not pertinent to children receiving ANC who were born in California or to ANB or APSB recipients who became blind while California residents, as they are eligible to restoration of aid immediately upon physical return to the State regardless of loss or retention of State residence and dependent only on continuance of other eligibility status.

Neither does this section apply to children receiving ANC who were born out of California nor to minor recipients of ANB or APSB who became blind while not residents of this State, if such minors' State residence is contingent upon their own physical presence in California. (W&IC 1525, 1526, 1560, 2140, 2160, 3040, 3043, 3075, 3430, 3431, 3460)

**122-75 INTER-COUNTY TRANSFER OF AID BECAUSE OF WOMAN RECIPIENT'S MARRIAGE
OAS, ANB, APSB, ANC****122-75**

A woman recipient of aid, or in ANC the mother or guardian, who marries a resident of another county ordinarily assumes her husband's residence as of date of marriage. Arrangements should be made by counties concerned for an inter-county transfer of aid as soon as one year of residence in the county of husband's residence has been acquired by woman. For fuller discussion of Married Woman's Residence, see Secs. 120-30, 120-32, 120-33, and 122-10. (W&IC 1526, 1560, 2140, 2161, 3042.10, 3075, 3433, 3460; AGO 10322, 10367, NS1016, NS1065, NS1793)

**123-00 ABSENCE OF RECIPIENT FROM STATE WITHOUT LOSS OF RESIDENCE
OAS, ANB, APSB, ANC****123-00**

A recipient of aid may leave the State for certain specific or temporary purposes without losing California residence because of his absence. Such absences are discussed fully under Sec. 121-40, etc., Absence from State Prior to Application. (W&IC 1560, 2140, 2160b, 3042, 3075, 3432, 3460)

**123-05 CONTINUANCE OF AID WHILE RECIPIENT ABSENT FROM STATE
OAS, ANB, APSB, ANC****123-05**

When a recipient of OAS, ANB, APSB or a child receiving ANC has left the State for a temporary period, without loss of California residence, aid may be continued as long as residence is retained and the person is otherwise eligible.

A recipient of OAS, ANB or APSB who goes to another state and whose aid continues beyond the second month, shall be required to report at the end of a two-months' period his intent with regard to residence, and, thereafter, shall be required to inform the county of any change in intent with regard to residence. When a child receiving ANC accompanies his parent to another state, the parent shall comply with the foregoing requirements.

When absence from the State is due to unusual circumstances, including fear or apprehension during the period of hostilities, aid may be continued provided California residence is retained and the person is otherwise eligible. Reinvestigation of points of eligibility shall be made in accordance with the regular due date of the reinvestigation. (SEE SECS. 351-05, DATE OF REINVESTIGATION, AND 353-05, REPORT REQUIRED OF RECIPIENT WHO LEAVES STATE). (W&IC 1560, 2140, 3075, 3460; AGO 10945)

**123-50 LOSS OF STATE RESIDENCE WHILE IN RECEIPT OF AID
OAS, ANB, APSB, ANC****123-50**

One who removed to another State or country with the intention of establishing residence there loses California residence immediately. Even though he may intend to return to California at some future date, if his intention is to remain and make his present residence elsewhere for an indefinite period, California residence is lost at the moment that, by act and intent, he begins residence elsewhere.

Aid shall be discontinued as of the last day of month of departure, or of month in which residence is lost by coincidence of act and intent. (W&IC 1560, 2140, 3075, 3460)

A minor whose State residence is contingent solely upon his own physical presence in California loses such residence upon departure from the State regardless of intent and aid shall be discontinued as of last day of that month. However, if minor returns during following month and aid is restored as of that month so that monthly payments do not cease, his absence may be deemed of no consequence and residence may be considered to have continued without interruption. (W&IC 1560)

EXAMPLE A: REGULAR RECIPIENT OF ANB DECIDES THAT HE WOULD BE HAPPIER LIVING WITH DAUGHTER IN ARIZONA. HE INFORMS COUNTY OF HIS INTENTION IN MAY, 1940, BUT DOES NOT GET HIS AFFAIRS IN ORDER UNTIL JULY. ON JULY 11, 1940, RECIPIENT LEAVES CALIFORNIA, ARRIVING IN ARIZONA JULY 12, 1940. AID IS DISCONTINUED AS OF JULY 31, 1940.

EXAMPLE B: REGULAR RECIPIENT OF ANB DECIDES TO VISIT SON IN MICHIGAN. HE LEAVES STATE ON JULY 11, 1940. COUNTY FORWARDS AUGUST WARRANT. DURING AUGUST RECIPIENT DECIDES TO MAKE HIS HOME WITH SON AND SO INFORMS COUNTY. AID IS DISCONTINUED AS OF AUGUST 31, 1940.

**123-25 RETURN FROM OUT OF STATE TO COUNTY OTHER THAN THAT OF RESIDENCE 123-25
AFTER AID DISCONTINUED
OAS, ANB, APSB, ANC**

Former recipients who have been physically absent from State but have retained legal residence in California and whose aid has been discontinued sometimes return to a county other than that of residence. An application shall be taken by the second county. Retention of California residence during absence and continuance of need after return shall be verified. Certified copies of evidence on other points of eligibility may be obtained from the county previously granting aid.

Aid granted in the amount to which the applicant is eligible will be reimbursed in full by the State until the first day of the month following completion of one year's continuous county residence in a single county (six months in the case of ANB or APSB applicants who became blind while California residents.) (W&IC 1560, 2140, 2160b, 3042, 3075, 3432, 3460)

EXAMPLE: ANB RECIPIENT LIVING IN COUNTY A IS OFFERED TRANSPORTATION AND SUPPORT BY SISTER DURING RETURN TO FAMILY HOME IN MICHIGAN FOR FAMILY REUNION IN SEPTEMBER, 1940. LEAVES CALIFORNIA ON AUGUST 17, AID DISCONTINUED AS OF AUGUST 31, 1940, BECAUSE NO LONGER IN NEED. ON OCTOBER 14, 1940, RETURNS TO CALIFORNIA BUT DURING ABSENCE HAS DECIDED THAT UPON RETURN HE WILL LIVE IN COUNTY B TO BE NEAR RELATIVES. ENTERS COUNTY B ON NOVEMBER 3, 1940, HAVING STOPPED IN COUNTY A TO CLOSE AFFAIRS AND GET PERSONAL BELONGINGS. COUNTY B ACCEPTS APPLICATION AND GRANTS ANB AS OF DECEMBER 1, 1940. STATE WOULD REIMBURSE IN FULL UNTIL MAY 31, 1941, WHEN SIX MONTHS' RESIDENCE IN COUNTY B WILL HAVE BEEN COMPLETED. NOTE THAT RESIDENCE WAS NOT ESTABLISHED IN COUNTY B UNTIL NOVEMBER 3, 1940, WHEN PHYSICAL PRESENCE COINCIDED WITH INTENT. RECIPIENT IN THIS EXAMPLE WAS ONE WHO BECAME BLIND WHILE A STATE RESIDENT.

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 26, 1944

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
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LINDSAY
MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY
JOHN C. CUNEO
922 J STREET
MODESTO
MRS. T. G. EMMONS
POST OFFICE Box 12
SALINAS
WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.
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FILED
In the office of the Secretary of State
of the State of California

JUN 26 1944
FRANK M. JORDAN, Secretary of State

Charles M. Wollenberg
Deputy

1944 JUN 26 PM 3 28
1944 JUN 26 PM 3 51

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 16, 1944

1297

MANUAL LETTER NO. 53

The attached revisions 44 thru 51 to the Welfare Personnel Standards Chapter are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separator for the revised chapter. The following revised sections were approved by the Social Welfare Board on May 26, 1944.

- Sec. 074-15, Provisional Appointments
- 074-30, Emergency Appointments
- 074-35, Limited Term Appointments
- 076-20, Reinstatement to Previous Class of Position.

Additions to these manual sections were made in order to allow permanent and probationary employees to accept provisional, emergency, limited term and war duration appointments to positions in higher classification without sacrificing their former Merit System Status. This will permit the appointing authorities greater flexibility in the assignment of duties to members of their staff without jeopardizing the Merit System status of their employees.

The following attached material also is to be entered in your copy of the Manual of Policies and Procedures.

1. Separator to Welfare Personnel Standards Chapter. Note that this now is called "Reference Guide" instead of "Table of Contents". The Reference Guide lists the sections alphabetically under topical headings instead of numerically.
2. Index to Welfare Personnel Standards Chapter in six pages. This is a relatively detailed index prepared for Welfare Personnel Standards material included in the Manual. Note that this index does not include material in Circular Letter 171, which gives procedures and forms for carrying out personnel transactions. This index does not, of course, in any way supplant the general index to the manual which is under preparation. Rather, it is a supplement to the general manual index.

Any comments, suggestions, or criticisms you may have regarding the new separator and index will be of assistance to us.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

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074-15 PROVISIONAL APPOINTMENTS
WPS**074-15**

If, in the opinion of appointing authority, there are urgent reasons for filling a position and there are no eligibles on any appropriate employment list, appointing authority may submit to SDSW on Form PS-16 (Statement of Qualifications for Provisional Appointment) the name of the person to fill the position pending examination and establishment of an eligible list. If such person's qualifications have been certified by examining agency as meeting minimum requirements as to training and experience for the position, such person may be provisionally appointed to fill existing vacancy only until an appropriate eligible list is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefor, in accordance with these rules. No provisional appointment shall be continued for more than ninety (90) days after an appropriate eligible list has been established for the class of position and in no event for more than six (6) months from date of appointment; except that when a provisional employee has filed a relevant examination appeal which is granted a hearing by the SSWB, his appointment may continue during the pendency of such appeal in accordance with the provisions of the rules governing provisional appointments. Successive provisional appointments of same person shall not be permitted and a position shall not be filled by repeated provisional appointments. Expiration of a provisional appointment shall be reported to SDSW on Form PS-21 (Report of Separation).

The period of provisional appointment shall not constitute a part of the probationary period except as provided in Sec. 074-50, Probationary Period. Employees not covered by Sec. 074-10, Employees Appointed Prior to Adoption of These Rules, and all appointments made subsequent to the adoption of these rules but prior to the holding of examinations, shall be regarded as provisional employees.

For the duration of the war emergency, provisional appointments may be extended at the end of the six months' period with the approval of the SDSW, and successive provisional appointments of the same individual to different positions and successive provisional appointments to the same position may be made in exceptional circumstances subject to the following conditions:

1. That an examination has been publicly announced or will be announced by the examining agency prior to a date not exceeding six months after the beginning date of each provisional appointment, or that if after an examination has been announced the examining agency has found that a sufficient number of applicants has not filed to assure adequate competition.
2. That in the absence of a definite examination date, provision shall be made to accept continuous receipt of applications for an examination for a given class as outlined in Sec. 071-80, Filing Applications, and the examination is to be held whenever the examining agency, with the concurrence of the SSWB, finds that enough applicants have filed to assure adequate competition.

074-10 EMPLOYEES APPOINTED PRIOR TO DATE OF ADOPTION OF THESE RULES
WPS**074-10**

An employee who is certified by the agency as having given satisfactory service on or before December 31, 1939, may be admitted to the examination for the position held by him as of that date, without regard to minimum qualifications of training and experience. Upon certification of examining agency that he has qualified in the examination held in accordance with the provisions of Sec. 071-55, Types of Examinations, he may be appointed as a permanent employee. Permanent status of such an employee shall date from certification of examining agency that he has qualified in the examination.

An employee, certified in accordance with paragraph 1 of this section as having given satisfactory service, who has been transferred or promoted to another position subsequent to December 31, 1939, but prior to the examination for the position currently held, shall be required to submit adequate evidence to SDSW that he possesses required ability and fitness to perform duties of the position in order to be admitted to the examination for that position. Such an employee may, on certification of examining agency that he has qualified in examination for that position, be retained as a permanent employee. Permanent status of such an employee shall date one year from date of appointment to the position after certification by the examining agency that he has qualified in examination. An employee, transferred or promoted as described above, who fails to qualify in the examination for the position currently held by him may, on certification of examining agency that he has qualified in the examination for the position held by him on December 31, 1939, be retained in that position provided there is a vacancy in the class.

An employee who fails to qualify in the examination for either of the positions referred to in paragraphs 1 and 2 of this section shall be removed from his position within ninety (90) days after establishment of a list of eligibles for such position or positions. (W&IC 119.5, 119.6; FSSB)

074-35 LIMITED TERM APPOINTMENTS
WPS**074-35**

If an employee is needed for a temporary period, a certification shall be made by the examining agency of names of those eligibles, in the order of their places on an appropriate employment list, who have indicated willingness to accept limited term employment.

Certification shall be made in manner set forth in Sec. 073-60, Certification of Names. Appointments shall be made in same manner as prescribed in this rule for probationary appointments. Duration of a limited term appointment shall be limited to a period not to exceed one day less than probationary period. Acceptance or refusal of an appointment shall not affect an eligible's standing on an eligible list or his eligibility for a probationary appointment, and the period of temporary service shall not constitute a part of a probationary period. Successive limited term appointments to same position shall not be made nor shall an employee receive continued limited term appointments. Expiration of a limited term appointment shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation).

A permanent or probationary employee who has accepted a limited term appointment in a higher class shall, if he so desires, at the termination of the limited term appointment be reinstated in his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position. (W&IC 119.5, 119.6; FSSB)

3. That, where there is an established eligible list for a given classification but there are no immediately available eligibles for appointment, the SDSW may approve the extension of a provisional appointment in accordance with the provisions outlined under (1) and (2).

A permanent or probationary employee who has accepted a provisional appointment in a higher class shall, if he so desires, at the termination of the provisional appointment be reinstated to his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position. (W&IC 119.5, 119.6; FSSB)

074-30 EMERGENCY APPOINTMENTS

074-30

WPS

Whenever an emergency exists which requires the immediate services of one or more persons and it is not possible to secure such persons from appropriate eligible lists, appointing authority may appoint a person or persons without regard to other provisions of these rules governing appointments. In no case, however, shall an emergency appointment continue for a longer period than ninety (90) days in any twelve-month period unless approved by SSWB. Each emergency appointment shall, when appointment is made, be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). When emergency appointment terminates the SDSW shall be notified by appointing authority on Form PS-21 (Report of Separation).

A permanent or probationary employee who has accepted an emergency appointment in a higher class shall, if he so desires, at the termination of the emergency appointment be reinstated to his former position, in accordance with Sec. 076-20, Reinstatement to Previous Class of Position. (W&IC 119.5, 119.6; FSSB)

075-30 CERTIFICATION FROM PROMOTIONAL ELIGIBLE LIST
WPS

075-30

All employees who qualify in promotional examination shall be placed on a promotional eligible list for the class of position in the order of their examination ratings.

If a promotional and an original eligible list exist, the same number of names shall be certified from each list in accordance with Sec. 073-60, Certification of Names. Appointing authority may make selection from names submitted from either register, giving such preference to present employees as the good of the service will permit. (W&IC 119.5, 119.6; FSSB)

075-35 NONCOMPETITIVE PROMOTIONS
WPS

075-35

Notwithstanding the provisions of any other section of these rules, an appointing authority upon presentation of valid reasons may be permitted by the SSWB to make promotions within a county welfare department or between county welfare departments on a noncompetitive basis. Such promotions shall be made only if the employee to be promoted in this manner shall have permanent status in the next lower classification within a series of positions, if his report of performance shall be 85 per cent or more, and if he meets the minimum qualifications for the position for which he is being considered for promotion. Before any noncompetitive promotion may be made, the appointing authority shall submit to the SDSW a Form PS-16 (Statement of Qualifications for a Provisional Appointment) for the employee being considered for such promotion, and his qualifications shall have been certified by the examining agency as meeting the minimum requirements as to training and experience required for the position for which he is being considered for promotion.

The SDSW shall determine the classes of positions from which and to which such promotions may be made within a series of positions.

Noncompetitive promotions shall be reported to the SDSW by appointing authority on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6)

075-50 INTER-AGENCY TRANSFER OF EMPLOYEE
WPS

075-50

Transfer of an employee from a position in one organizational subdivision of a county agency to a position of same class in another organizational subdivision of same or another county agency may be made at any time by appointing authorities concerned. All inter-agency transfers must be certified by SDSW. No increase or advance in salary shall be made upon a transfer, unless the regulations governing salary advancement are complied with.

Inter-agency transfer shall be reported to the SDSW by appointing authority of the county from which the employee is transferring on Form PS-21 (Report of Separation) and by appointing authority of county to which employee is transferring on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6)

075-00 METHOD OF MAKING PROMOTIONS**075-00****WPS**

As far as is practicable and feasible, a vacancy shall be filled by promotion of a qualified permanent employee based upon individual performance, as evidenced by recorded service ratings, with due consideration for length of service, and upon capacity for the new position as demonstrated by a promotional examination. (For exception to written promotional examinations, see Sec. 075-35, Noncompetitive Promotions.) Preference in promotion may be given to employees within an agency. All inter-agency promotions must be approved by appointing authorities concerned.

Candidate for promotion must be certified by examining agency to possess qualifications for position as set forth in specifications for the class of position for which he is a candidate or he shall submit adequate evidence to SDSW that he possesses the required ability and fitness to perform the duties of the position, and he shall be required by examining agency to qualify for the new position by promotional competitive examination administered by examining agency.

Promotion shall be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6; FSSB)

075-10 PROMOTION BY COMPETITIVE EXAMINATION**075-10****WPS**

If it is determined by the SSWB to fill vacancies in a particular class of position by promotional competitive examination, such examination shall be given under the direction of the examining agency. A promotional competitive examination may be limited to employees of county agency concerned or may, with approval of the SSWB, be open to employees of other county agencies.

An employee to be eligible to compete for promotion must have permanent status in a lower related class, except that limited term appointees who, immediately preceding their limited term appointment, had permanent status in a class designated as eligible for promotion, may compete in said promotional examinations as though they then held the appropriate status.

No applicant shall be eligible to compete in a promotional examination unless his service rating at time of last regular report was 85 per cent or higher. (W&IC 119.5, 119.6; FSSB)

075-20 CONTENTS OF PROMOTIONAL COMPETITIVE EXAMINATION**075-20****WPS**

A promotional competitive examination shall consist of any combination of the following: written tests, ratings on training and experience, evaluation of recorded service ratings and seniority, performance tests, and qualification appraisals. The combination in each case and procedures for determination of qualifying grade shall be announced by examining agency in advance of examination, and shall take into consideration approved practices. (W&IC 119.5, 119.6; FSSB)

076-05 REDUCTION OF FORCE**076-05****WPS**

Appointing authority may separate any employee, without prejudice, because of lack of funds or curtailment of work. No permanent employee, however, shall be separated while there are emergency, intermittent, temporary, or provisional employees serving in same class of position in same county agency. Order of separations due to reduction of force shall be based upon service ratings and seniority, under a formula to be formally established by SDSW and approved by SSWB. All such separations shall be reported to SDSW on Form PS-21 (Report of Separation).

For each class there shall be maintained appropriate reemployment lists consisting of names of all persons who have occupied positions with probationary or permanent status in a class and who have been laid off, or who have resigned in good standing and who, within one year from date of their resignation, with consent of appointing authority and SSWB, have withdrawn their resignations.

Order in which names shall appear on reemployment list shall be determined by relative order of combined scores of efficiency as shown by service ratings and seniority. (W&IC 119.5, 119.6; FSSB)

076-10 RESIGNATION**076-10****WPS**

An employee who resigns shall submit reasons therefor in writing to appointing authority, a copy of which shall be forwarded to SDSW.

A resignation relates only to specific position from which employee resigns and does not impair his rights on other eligible lists.

Resignation shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6)

075-55 INTER-CLASS TRANSFER OF EMPLOYEE**075-55**

WPS

Transfer of a permanent employee from a position in one class to a position in another class having substantially the same entrance salary shall be made only upon certification of SDSW with approval of appointing authorities concerned. Examining agency shall require that employee meet entrance requirements established for position in new class, or submit adequate evidence to SDSW that he possesses required ability and fitness to perform duties of position to which he is being considered for transfer. Examining agency may also require a qualifying examination.

Transfer from a lower to a higher class of position is a promotion and shall be made only in manner prescribed in Sec. 075-00, Method of Making Promotions.

Notwithstanding anything in this or any other section, an employee may be required to perform such duties as appointing authority finds necessary for a period not in excess of one hundred and twenty days.

Inter-class transfer shall be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6)

075-60 DEMOTION**075-60**

WPS

A permanent employee may be demoted for inefficiency, or for other cause, but in all such cases employee shall have same rights of appeal to SSWB as employees who have been dismissed.

Demotion shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation) and subsequent appointment of employee to lower classification shall be reported on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6; FSSB)

076-00 TENURE OF OFFICE**076-00**

WPS

Tenure of office of every permanent employee shall be during good behavior and satisfactory performance of his duties as recorded by his service rating. This provision, however, shall not be interpreted to prevent separation of an employee for cause, or separation of an employee because of lack of funds or curtailment of work, when made in accordance with these rules. (W&IC 119.5, 119.6; FSSB)

**076-20 SUSPENSION
WPS****076-30**

Appointing authority or any officer or employee authorized by appointing authority may immediately, for disciplinary purposes, suspend an employee without pay for not exceeding 30 days in any calendar year by notifying employee thereof. Such suspension without pay shall be valid only in event written reasons are served on employee within five working days of date of suspension, setting out clearly the delinquency for which this suspension was made. A copy of suspension notice shall be filed with SDSW.

Suspension shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6)

**076-15 WITHDRAWAL OF RESIGNATION
WPS****076-15**

Within one year of date of his resignation, a permanent employee may withdraw his resignation on recommendation of appointing authority and with approval of SDSW, whereupon his name shall be placed on reemployment list for class from which he resigned, his position on such list to be determined by his combined score for efficiency and seniority at time of resigning. (SEE SEC. 073-20, REEMPLOYMENT LISTS.)

Probationary or limited term employee may in same manner withdraw his resignation, whereupon he shall be restored to eligible list on basis of his original score. (W&IC 119.5, 119.6)

**076-20 REINSTATEMENT TO PREVIOUS CLASS OF POSITION
WPS****076-20**

Upon request of appointing authority, a permanent, probationary, or limited term employee who has resigned while in good standing, or who has been separated without prejudice or without fault or delinquency on part of employee, shall be eligible for reinstatement within a period of three years. Reinstatements may be made in a position in a class from which employee was separated or in a position in another class having substantially similar duties, responsibilities and qualifications, and substantially the same salary range, and provided that employee has submitted adequate evidence to SDSW that employee possesses required ability and fitness to perform duties for class of position to which he is being considered for reinstatement.

Resigned probationer may be reinstated to a position subject to completion of remainder of his probationary term. Resigned limited term employee may be reinstated only for remainder of the limited term. Resigned permanent employee may be reinstated to a limited term position whereupon he shall become subject to these rules as they relate to status, tenure, and manner of separation of limited term employees.

A permanent or probationary employee who has accepted an emergency, limited term, provisional or war duration appointment in a higher class shall, if he so desires, at the termination of the emergency, limited term, provisional or war duration appointment be reinstated to his former position.

Reinstatement shall be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 30, 1944

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808 S. SAN RAFAEL AVENUE
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

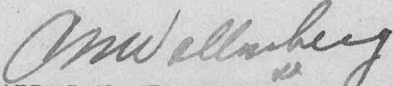
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.
b5

1944 JUL 5 AM 8 12

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 28, 1944

1299

MANUAL LETTER NO. 55

The attached revisions 25 thru 27 to the Continuing Services Chapter are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapter. The revised sections were approved by the Social Welfare Board on May 25, 1944.

Sec. 361-80, Notification to Recipient of Change in Grant. There is minor clarification of wording in this section as well as the inclusion of rulings in relations to W. & I. Code, Sec. 2016, which became operative on July 1, 1943.

Sec. 362-25, Change in Need or Income--No Change in Grant. Confusion regarding the submission of Notice of Change forms, when the grant is determined on the basis of need in excess of fifty dollars, has been evident for some time. This re-drafted Sec. 362-25 attempts to clarify this requirement and to make specific the case situations in which Notices of Change are necessary. Examples have been corrected and inserted in order to give substance to the section.

The issuance of Section 361-80 renders obsolete all of page 4 of Bulletin 211.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

361-90 NOTIFICATION TO SDSW OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361-90

The Notice of Change (Form Ag, Bl, CA 232) shall be forwarded to the SDSW as soon as possible but not later than 15 days after board of supervisors action. The SDSW considers claims on the basis of information at hand at the time claims are audited and approved for payment. Delay in submission of Form Ag, Bl, CA 232 may result in loss of Federal and State participation.

A separate Form Ag, Bl, CA 232 shall be used for each case. The following chart shows the number of copies to be submitted. (W&IC 1560, 2140, 3075, 3085, 3460)

NUMBER OF COPIES OF NOTICE OF CHANGE (FORM AG, BL, CA 232) SENT TO SDSW				
Type of Change	Number of Copies			
	OAS	ANB	APSB	ANC
Discontinuances	2	2	2	2
Restorations	2	2	2	2
Increases	1	1	1	1
Decreases	1	1	1	1
Changes in need or income, no change in grant	1	1	-	-
Payment to county for hospital care	2	-	-	-
Transfer from ANB to APSB or vice versa	-	2	2	-
Change of Payee	-	-	-	2
Change in School Status	-	-	-	1

**361-80 NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT
OAS, ANB, APSB, ANC****361-80**

When aid is increased, decreased or discontinued, the recipient shall receive written notification of the amount of the grant, the reason for change in grant, or the reason for discontinuance. He shall also be notified of his right of appeal to the SDSW for a fair hearing. (SEE SEC. 325-20, RIGHT, PURPOSE AND SCOPE OF APPEAL) (W&IC 1551, 1560, 2016, 2140, 2182, 3075, 3086, 3460, 3473; FSSB)

In OAS, in addition to the above requirements the recipient shall be notified of his right to a hearing before the board of supervisors. If aid is granted in less than the maximum amount he shall also be notified of the source and amount of income which was deducted. When total need has been verified to be in excess of \$50, the total need shall be shown on the notification. (W&IC 2016, 2140, 2181.1)

Notification of Action by the Board of Supervisors (Form Ag, Bl, CA 239), includes the minimum requirements for notification to the recipient and shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag, Bl, CA 239 is used. (SEE SEC. 250-10, REPORTING ACTION OF BOARD OF SUPERVISORS TO APPLICANT.) (W&IC 1560, 2140, 3075, 3460)

**361-85 NOTIFICATION COUNTY AUDITOR OF CHANGE IN GRANT
OAS, ANB, APSB, ANC****361-85**

A copy of Notice of Change (Form Ag, Bl, CA 232) should be sent to the county auditor. There should be complete coordination between the county welfare department and the county auditor so that payrolls each month correctly reflect the current status of all cases for which claim is made. (W&IC 1560, 2140, 3075, 3460)

362-05 INSTRUCTIONS FOR RECORDING ON NOTICE OF CHANGE, SECTION I 362-05
OAS, ANB, APSB**Decrease, Increase, or Restoration**

- Column 1. The type of action is indicated by completing the information called for in the vertical columnar headings (2, 3, 4, etc.) in the space provided opposite "Decrease," "Increase," "Restoration," etc.
- Column 2. Enter the date from which the change is effective, e.g., 2-1-42.
- Column 3. Enter the monthly rate of aid granted from the effective date shown in Column 2. (When aid is restored effective from a day subsequent to the first day of the month, the monthly rate rather than the prorated amount shall be entered.)
- Column 4. Enter the total of all income received other than the OAS, ANB, or APSB grant. (When need in excess of \$50 in OAS or ANB has not been established, the sum of Column 3 and Column 4 shall total \$50. The total may not exceed or be less than this amount.)
- Column 5. Enter sources from which income other than OAS, ANB, or APSE is received and amount received from each; e.g., son John contributes \$5.00 per month. The total of amounts of income from individual sources, as shown in Column 5, should agree with the figure entered in Column 4.
- Column 6. No entry is made unless the total verified need exceeds \$50 a month in OAS or ANB in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$60 a month this amount is entered in Column 6.
- Column 7. Except when, in OAS, total need is established on a budgetary basis, report in OAS and ANB the nature and total cost of each item which causes the total need to exceed the basic grant, and the method of verification, e.g., new roof \$80; payments \$8.00 a month. Verified by contractor. When, in OAS, total need is established by use of the budgetary method, enter "Form Ag 241 on file."

One Form Ag, Bl 232 may be used to report two actions of the board of supervisors on the same case provided both actions occur on the same day.

EXAMPLE: IN ANB AID IS INCREASED ON JANUARY 15, EFFECTIVE FEBRUARY 1, DUE TO VERIFIED NEED IN EXCESS OF \$50. ON THE SAME DATE, THE BOARD OF SUPERVISORS DECREASES AID EFFECTIVE MARCH 1, AS THE EXCESS NEED EXISTS FOR ONLY ONE MONTH.

When one Form Ag, Bl 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If OAS is restored following release from the county hospital, restoration action of the board of supervisors is reported opposite "Restoration." The

**362-00 GENERAL INSTRUCTIONS, NOTICE OF CHANGE
OAS, ANB, APSB****362-00**

The Notice of Change (Form Ag, Bl 232) except as it provides for identifying information, is divided into sections, which are designated as Sections I, II, and III.

Section I is used to report information regarding:

1. Type of Change with the exception of
 - a. Discontinuance of payment of aid to the recipient,
 - b. In OAS, discontinuance of payment to the county for hospital care because of death, excess assets, etc., rather than release from the county hospital;
2. Reason for change

Section II is used to report information regarding:

1. Discontinuance of payment of aid to the recipient;
2. In OAS, discontinuance of payment to the county for hospital care when discontinuance is due to any reason other than release from the county hospital.

Section III is used to report action of board of supervisors. (W&IC 2140, 3075, 3460)

**362-20 REPORTING TRANSFER FROM ANB TO APSB OR VICE VERSA ON
NOTICE OF CHANGE, SECTION I
ANB, APSB****362-20**

Column 1. Indicate by check whether recipient is being transferred from ANB to APSB or from APSB to ANB.

Column 2. Enter the beginning date of aid under the program to which the recipient is being transferred.

Columns 3, 4, 5, 6, and 7. See Sec. 362-05, Instructions for Recording on Notice of Change, Sec. I.

Discontinuance of aid under the program from which the recipient is being transferred should be reported in Section II, Items A and D-17. (SEE SEC. 362-45, DISCONTINUANCE OF PAYMENT, SECTION II OF THE NOTICE OF CHANGE) (W&IC 3075, 3460)

release from the county hospital and the restoration of aid may be reported on the same Form Ag 232 unless there is a delay in the restoration of aid to the former recipient, in which case separate forms are necessary. There shall be no overlapping of payment to the county for hospital care and payment of aid to the individual. (SEE SEC. 215-00, RESTORATION OF AID.)

For reporting date of release from county hospital in OAS see Sec. 362-40, Discontinuance of Payment, Sec. II of Notice of Change. (W&IC 2140, 3075, 3460)

**362-10 REPORTING PAYMENT TO COUNTY FOR HOSPITAL CARE ON
NOTICE OF CHANGE
OAS**

362-10

Column 1. Pertinent information relating to notification that a claim, under the provisions set forth in Sec. 165-00, Payment to County Under W&IC, Sec. 2160.7, will be filed is recorded in the columns opposite "Payment to County for Hospital Care."

A Form Ag 232 reporting discontinuance of the OAS grant to the recipient shall also be submitted. Notification of discontinuance of aid to the recipient and notification that a claim for hospital care will be made may be reported on the same Form Ag 232.

Column 2. Enter date from which payment for hospital care is requested.

Column 3. Enter the grant to which the recipient would be eligible were he not confined.

Columns 4, 5, 6, and 7 shall not be completed when the person would, had he not been confined, have remained eligible to the same grant. When there is a change in his circumstances which would have resulted in an increase or decrease in the grant, had he not been confined, these columns are completed as in the case of notification regarding any increase or decrease.

A Form Ag 232 shall be submitted when any change in the former recipient's circumstances would have necessitated either a change in amount of the grant or discontinuance of the aid to which he would be entitled were he not confined. (W&IC 2140)

**362-30 REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE
OAS, ANB, APSB****362-30**

When the reason for change is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective it need not be repeated under this heading. Report any additional information in this space.

In reporting restoration of ANB, or APSB following release from a public institution, the exact date of release shall be reported here. In reporting restoration, in OAS, following release from a public institution, other than a county hospital, the exact date of release shall be reported here. For reporting date of release from county hospital in OAS, see Sec. 362-40, Discontinuance of Payment, Sec. II of Notice of Change. In reporting restorations for other reasons, information should be entered here as to the exact date and the reason the recipient became eligible subsequent to discontinuance of aid. (SEE SEC. 215-00, RESTORATION OF AID.)

Notification regarding change of payee is reported under "Reason for Change." (SEE SEC. 230-60, GUARDIANSHIP)

In OAS when reporting "Payment to County for Hospital Care" the name of the hospital and date of admission shall be shown under "Reason for Change,"

In OAS when reporting restoration of aid following a discontinuance because of employment, report the date the recipient's request for restoration of aid was signed.

In ANB and APSB when reporting a change from ANB to APSB or vice versa, detailed information regarding the change in type of aid shall be given under "Reason for Change." In APSB this shall include information regarding plan for achieving self-support. (W&IC 2140, 3075, 3460)

FILED
In the office of the Secretary of State
of the State of California
JUL 5 - 1944
FRANK M. JORDAN, Secretary of State
By *[Signature]*

**362-25 CHANGE IN NEED OR INCOME - NO CHANGE IN GRANT
OAS, ANB****362-25**

When income is applied toward verified total need in excess of \$50 a month, it shall be reported on the Notice of Change (Form Ag, Bl, 232) even though the computation of the grant on the basis of need in excess of \$50 may result in no change in the amount of the aid payment. So long as the need continues to be in excess of \$50 subsequent changes in the total need or the income or both need not be reported until such change requires adjustment of the aid payment.

EXAMPLE A: A RECIPIENT HERETOFORE WITHOUT INCOME IS RECEIVING \$50 OAS. IN FEBRUARY HE RECEIVES A \$10 CONTRIBUTION FROM A RESPONSIBLE RELATIVE. TOTAL NEED IS VERIFIED AS \$60. ALTHOUGH THE GRANT REMAINS THE SAME, FORM AG 232 REPORTING THE COMPUTATION OF THE GRANT ON THE BASIS OF NEED IN EXCESS OF \$50 SHALL BE SUBMITTED. THE INFORMATION IS RECORDED ON FORM AG 232 OPPOSITE "CHANGE IN NEED OR INCOME - NO CHANGE IN GRANT" AND THE DATE SHOWN IN COLUMN 2, IS THE DATE FROM WHICH INCOME IS APPLIED TOWARD NEED IN EXCESS OF \$50.

EXAMPLE B: ON FEBRUARY 1, A RECIPIENT OF ANB BEGINS TO RECEIVE INCOME OF \$12 A MONTH AND HIS TOTAL NEED IS ESTABLISHED AT \$65. ALTHOUGH HE HAS RECEIVED \$50 AID, FORM BL 232 REPORTING COMPUTATION OF THE GRANT EFFECTIVE FEBRUARY 1, ON THE BASIS OF NEED IN EXCESS OF \$50 SHALL BE SUBMITTED. IN AUGUST THE INCOME INCREASES TO \$16 A MONTH, BUT TOTAL NEED IS ESTABLISHED AS \$68 A MONTH. THE SUBMISSION OF FORM BL 232 TO REPORT A CHANGE IN THE INCOME AND THE NEED IS NOT NECESSARY AS THE GRANT REMAINS THE SAME. IN NOVEMBER THE INCOME INCREASES TO \$25 A MONTH, BUT TOTAL NEED REMAINS THE SAME. APPROPRIATE ADJUSTMENT IN THE GRANT SHALL BE REPORTED BY SUBMISSION OF FORM BL 232.

When the grant has been computed on the basis of need in excess of \$50 and subsequently the grant is determined by deducting the income from \$50, because need is no longer in excess of that amount, or when the income has ceased, Form Ag, Bl 232 reporting the change in method of grant computation shall be submitted. (W&IC 2140, 3075)

EXAMPLE C: A GRANT OF \$50 HAS BEEN REPORTED, THIS BEING THE DIFFERENCE BETWEEN ESTABLISHED NEED OF \$60 AND \$10 CONTRIBUTION FROM A RESPONSIBLE RELATIVE. THE RELATIVE'S CONTRIBUTION CEASES. ALTHOUGH THE GRANT REMAINS \$50, INCOME IS NO LONGER APPLIED TOWARD TOTAL NEED IN EXCESS OF \$50. FORM AG, BL 232 REPORTING THE CHANGE BASIS OF THE GRANT COMPUTATION SHALL BE SUBMITTED.

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
July 21, 1944

FILED

In the office of the Secretary of State
of the State of California

JUL 27 1944

FRANK M. JORDAN, Secretary of State

By *Chas. J. Stagg*
Deputy

1297

MANUAL LETTER NO. 56

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the three chapters as follows:

Real Property	Revisions 60 thru 62
Income	Revision 18
Investigation & Decision	Revisions 26 thru 30

These revisions were approved by the Social Welfare Board on June 22, 1944.

Changes in Sections 131-05 and 132-30, reflect a changed policy regarding life estate. Under this revised policy the assessed value of real property in which applicants have retained a life estate interest is not considered in determining real property holdings. The revised policy obsoletes Section 132-50, Life Estate, and therefore this section has been deleted. The minor revision to Section 152-10 in no way changes former policy governing income to the recipient from property in which he holds a life estate interest.

Section 237-10, Instructions for Certificate of Eligibility for Old Age Security, now includes additions for purposes of clarification and miscellaneous changes made to conform to 1943 amendments to the Old Age Security Law. Special attention is directed to the instructions for items 8 and 9. The net assessed value (i.e., after encumbrances are deducted) is reported on the Certificate of Eligibility. Please note that this differs from the reportings on the Social Data Record Card which calls for the total assessed value (i.e., before encumbrances are deducted). See Secs. 287-58, Personal Property; 287-60, Assessed Value of Real Property; 287-65, Amount of Encumbrances on Real Property.

Section 250-05, Reporting Action on Application to State Department of Social Welfare, now includes on the chart the procedure for sending the original or a certified copy of Form Ag 200B (Application by Authorized Representative of Applicant to the State Department of Social Welfare). Also included in the chart in this section is the procedure for sending to the State Department of Social Welfare Form Ag, Bl 235 (Certification from State Department of Institutions of Applicant's Release from State Hospital).

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

131-00 DETERMINATION OF OWNERSHIP OF REAL PROPERTY
OAS, ANB, APSB, ANC**131-00**

Ownership of real property must be verified in order to establish that property holdings are within the limitations established in the code for the particular category of aid.

Ownership of property is revealed by a search of current property rolls. (SEE SEC. 135-40 REAL PROPERTY SEARCH.) There will be occasions in which search of property rolls will indicate ownership of property which does not belong to the applicant. In absence of conflicting information, affidavit of applicant stating that he is not the owner of property in question is acceptable. Proof that he is not the owner is necessary in cases of conflicting information. The affidavit of an applicant regarding recent disposal of property is not in itself proof of eligibility. It is subject to verification. (W&IC 1560, 2140, 3075, 3460)

131-05 OWNERSHIP OF REAL PROPERTY
OAS, ANB, APSB, ANC**131-05**

The term "owner" includes all persons who hold legal title to property. It also includes the vendor (i.e., the seller) and the vendee (i.e., the buyer) of real property under a contract of sale.

Property is considered owned if it is held:

1. Clear of all indebtedness;
2. Subject to mortgage, deed of trust, etc.
3. Subject to sale to another party under contract of sale;
4. Subject to purchase from another party under contract of sale;
5. As a homestead;
6. In an undistributed estate provided the property is in fact available prior to distribution;
7. In OAS, under lease for a period of not less than ten years and used for a place of residence of the lessee. (W&IC 1521.5, 2163.1, 2163.5, 3448; CC 678; AGO NS704, NS778, NS1469, NS2387, NS4943)

Real property may be owned:

1. As separate property;
2. As community property;
3. In joint tenancy;
4. In tenancy in common;
5. In a partnership;
6. By a corporation. (CC 669 ET SEQ.)

**130-10 REAL PROPERTY, ANB AND APSB LAWS
ANB, APSB****130-10**

Aid shall not be received by any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances of record, is in excess of \$3,000. (W&IC 3047, 3447)

An applicant's share of any estate, which share has not been distributed and of which he has no present economic use does not constitute property. (W&IC 3047.5, 3448)

**130-15 REAL PROPERTY, ANC LAW
ANC****130-15**

No aid shall be granted or paid to any child who owns, or whose parent owns, real property the combined assessed value of which, as assessed by the county assessor, exceeds \$3,000 at the time application for aid is made, or while in receipt of such aid.

A child's share of any estate, which share has not been distributed and of which he has no present economic use, does not constitute property. (W&IC 1521.5)

**130-25 REAL PROPERTY VS. PERSONAL PROPERTY
OAS, ANB, APSB, ANC****130-25**

In considering eligibility from the point of view of property, the county must first determine whether property is real or personal. The general distinction has been made that real property is immovable while personal property is movable. For purposes of OAS, however, any place of abode of an applicant or recipient, whether house, boat, trailer, or other habitation, shall be considered real property. (W&IC 1560, 2140, 2163.7, 3075, 3460; CC 657)

**132-30 DETERMINATION OF ASSESSED VALUE OF REAL PROPERTY
OAS, ANB, APSB, ANC****132-30**

In OAS, the assessed value of all real property to an applicant and his spouse and in ANC to a child or children and their parent or parents, shall be ascertained. (For exception in OAS, see Sec. 131-18, Ownership of Real Property by Separated Spouse.) In ANB and APSB only the assessed value of property belonging to the applicant as separate property, or as his equal share of community property is considered. In ANC reference below to "husband" "wife" or "couple" refers only to the natural or adoptive parents of children for whom ANC is requested.

The following are examples of real property ownership in which the assessed value shall be considered.

1. Separate property of a single person;
2. Separate property of husband or wife;
3. Separate property of a separated couple (in OAS and ANC); for exception in OAS, see Sec. 131-18;
4. Community property of a couple;
5. Community property of a separate couple;
6. Property held in joint tenancy;
7. Property held in tenancy in common;
8. An interest in an undistributed estate when the property is in fact available prior to distribution;
9. Property purchased or sold under contract of sale (title not passing);
10. Property purchased under mortgage, deed of trust, etc. (W&IC 1520, 1560, 2140, 2165, 3047, 3075, 3460, 3447; AGO NS466, NS704, NS778, NS1715, NS2387, NS5202)

**132-20 REAL PROPERTY OUTSIDE U.S.
OAS, ANB, APSB, ANC****132-20**

When real property is located outside the United States, the assessed valuation shall be considered on the basis of rate of exchange in American dollars, regardless of manner by which other units of government determine the assessed value of such property. If, e.g., the Mexican Consul advised that property in Mexico was assessed at 1000 pesos and rate of exchange was 5 pesos to 1 dollar, the assessed value of the property would be \$200.

To obtain information regarding real property located outside the United States, various sources are used. When no language barrier exists, the county may correspond with the unit of government or public official concerned. When a language barrier exists, inquiry is generally directed to an American Consul in the country concerned. The nearest representative of the other country may also be consulted.

During the present period of hostilities, continued ownership of real property located in countries actively at war, or in conquered or occupied areas, is in doubt and the value, if any, of the holdings can not be ascertained. When it is impossible to obtain reasonably positive evidence of eligibility or ineligibility with respect to real property located in such countries, it is the presumption that continued ownership is in doubt and that such property has no present value in determining eligibility. For the present, investigation of such holdings need not be pursued. Upon cessation of hostilities, investigation shall be made through the usual sources available in determining the value of real property in foreign countries, and to continue during the investigation provided eligibility otherwise exists. (W&IC 1560, 2140, 3075, 3460)

**132-25 INCREASE OR DECREASE IN ASSESSED VALUE OF REAL PROPERTY
OAS, ANB, APSB, ANC****132-25**

Eligibility may be affected by an increase or a decrease in assessed value of real property.

The current assessed value is used in determining eligibility. (W&IC 1520, 1560, 2164, 2165, 3047, 3075, 3447, 3460)

**132-52 UNDISTRIBUTED ESTATES
OAS, ANB, APSB, ANC**

132-52

Real property in an undistributed estate shall be considered the property of the applicant or recipient only when the property is available to the applicant or recipient prior to distribution of the estate. The county assessed value of such real property shall be considered in determining eligibility.

When property is inherited during the receipt of aid and (1) is available to the recipient prior to distribution of the estate or (2) the estate is distributed, its value shall be determined, and considered together with the value of other real property holdings in accordance with the requirements of the particular category of aid. (SEE SECS. 144-10, DETERMINATION OF PROPERTY VALUE OF UNDISTRIBUTED ESTATES, AND 145-10, PERSONAL PROPERTY ACQUIRED BY INHERITANCE.) (W&IC 1521.5, 1560, 2163.1, 3047, 3047.5, 3075, 3460, 3447, 3448; AGO NS769)

**132-54 REAL PROPERTY BOUGHT OR SOLD UNDER CONTRACT OF SALE (TITLE
NOT PASSING)
OAS, ANB, APSB, ANC**

132-54

When real property is sold under a contract of sale, title remaining with the seller (vendor), the assessed value of the property, regardless of the seller's equity in it, shall be considered in determining eligibility for aid.

The buyer (vendee) of real property under contract of sale is the owner of an equitable interest in such real property, and is also regarded as the owner of the property. The assessed valuation of property being purchased under contract of sale shall be considered in determining the eligibility of the buyer (vendee) for aid.

If both the seller and the buyer of property being sold under a contract of sale are applying for or receiving aid the assessed valuation of the property is considered in determining the eligibility of each. (W&IC 1560, 2140, 3075, 3460; AGO NS704, NS778; NS1723, NS2387, NS4943)

**132-41 VALUE OF REAL PROPERTY HELD IN TRUST
OAS, ANB, APSB, ANC****132-41**

When an applicant or recipient does not have control of all or part of a trust of which he is the beneficiary the assessed value of the real property in the trust or that portion of it not under his control (less encumbrances of record in OAS, ANB and APSB) shall not be considered in determining the real property holdings of the applicant or recipient.

When ownership of the trust is dependent upon the occurrence of a certain event, such as the applicant or recipient attaining the age of 21 years, such trust is not considered the property of the applicant or recipient until the stipulated event occurs. (W&IC 1521.5, 2140, 3047, 3047.5, 3075, 3460, 3447, 3448; AGO NS4769)

**132-46 JOINT TENANCY OR TENANCY IN COMMON
OAS, ANB, APSB, ANC****132-46**

When property is held in joint tenancy or in tenancy in common by one or more persons, the interest of each owner is deemed to be his equal proportionate share of the total assessed value of the property. (W&IC 1560, 2140, 3075, 3460; AGO NS466)

**132-51 REMAINDERMAN'S INTEREST
OAS, ANB, APSB, ANC****132-51**

The assessed valuation of real property in which a vested future is held shall be considered in determining eligibility of the remainderman. If the future interest is contingent, the value of the property shall not be considered in determining his eligibility.

A future interest is vested when the remainderman would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the remainderman is contingent or vested it be referred to the district attorney for decision. (W&IC 1560, 2140, 3075, 3460; AGO NS2478, NS3811)

**135-72 TRANSFER OF REAL PROPERTY FOR FAIR CONSIDERATION
OAS, ANB, APSB, ANC****135-72**

A transfer of real property which results from a sale in which the grantor receives a reasonably adequate sum of money and/or securities in return for his equity in the property does not result in ineligibility from the point of view of transfer of property. (SEE SEC. 146-00, CONVERSION OF PROPERTY.) Likewise a transfer made to satisfy an existing debt or obligation in an amount which represents a reasonably adequate consideration for the grantor's equity does not result in ineligibility. (SEE SEC. 135-85, TRANSFER OF REAL PROPERTY TO SATISFY DEBT.)

A fair consideration does not necessarily imply full reimbursement for all funds expended on the property transferred. Changing property values often result in receipt of less than the investment. A reasonable estimate of the equity may be obtained by deducting the amount of indebtedness against the property from the current market value. Persons who know local real estate values, such as local bankers or licensed real estate brokers, may be consulted for such an estimate. (W&IC 1560, 2140, 2222, 3075, 3460; AGO NS2291)

**135-70 DETERMINATION OF REASON FOR VOLUNTARY TRANSFER OF PROPERTY
OAS, ANB, APSB, ANC****135-70**

Since transfer of property to qualify for aid involves the determination of intent, it is difficult to formulate rules and regulations applicable in all cases. Decision on eligibility in cases where a transfer of property has occurred may be more difficult than when other more objective factors of eligibility are considered.

The acts of the grantor and/or the facts and circumstances surrounding (1) a transfer of property of a value greater than the maximum set by law, or (2) a transfer which reduced the value of the remaining property within the maximum set by law shall be examined and weighed. If they support the grantor's statement that there was no intent to qualify for aid and the desired objective of the grantor could not have been realized without depriving himself of the use, enjoyment, and income from the property, aid shall be approved if other eligibility requirements are met. Otherwise, aid shall be denied.

Among the factors to be taken into consideration when the value of the property transferred is greater than the maximum set by law, or the transfer reduced the value of the remaining property within the maximum set by law are:

1. Date of the transfer;
2. Consideration received (See Sec. 135-72, TRANSFER OF REAL PROPERTY FOR FAIR CONSIDERATION);
3. Value of the property, including the amount of any mortgage, delinquent taxes, or other assessments and encumbrances which affect the value of grantor's equity;
4. Reason for the transfer;
5. Amount of income derived from the property;
6. Physical ability of the grantor to continue the operation that produced the income; efforts toward lease or sale of property in the event of inability to continue its operation;
7. Person in receipt of the income prior and subsequent to the transfer;
8. Threat of foreclosure, if any;
9. Ability of grantor to meet mortgage or assessment payments. (W&IC 1560, 2140, 3075, 3460)

EXAMPLE A: THE TRANSFER OF PROPERTY OF A VALUE GREATER THAN THE MAXIMUM SET BY LAW, WITHOUT CONSIDERATION, INVOLVED FARM OR OTHER INCOME-PRODUCING PROPERTY AND WAS SAID TO HAVE BEEN MADE BECAUSE OF GRANTOR'S INABILITY TO OPERATE THE PROPERTY DUE TO ADVANCED YEARS OR PHYSICAL IMPAIRMENT. UPON A SHOWING THAT A REASONABLE EFFORT TO SELL THE PROPERTY HAS BEEN UNSUCCESSFUL, THAT THE PROPERTY COULD NOT BE LEASED, OR OTHER ARRANGEMENTS TO GIVE THE GRANTOR THE USE, ENJOYMENT, AND BENEFITS OF THE RESOURCE OR ITS EQUIVALENT WERE NOT FEASIBLE, THE TRANSFER IS DETERMINED NOT TO HAVE BEEN MADE FOR THE PURPOSE OF QUALIFYING FOR AID OR FOR A GREATER AMOUNT OF AID.

EXAMPLE B: THE TRANSFER OF PROPERTY WHICH REDUCED THE VALUE OF THE REMAINING PROPERTY WITHIN THE MAXIMUM SET BY LAW INVOLVED PROPERTY IN WHICH THERE WAS NO IMMEDIATE DANGER OF FORECLOSURE BUT THERE WAS INABILITY ON THE PART OF THE GRANTOR TO MEET CURRENT TAXES, ASSESSMENTS, OR UPKEEP EXPENSES WHICH, IF PERMITTED TO BECOME DELINQUENT, WOULD JEOPARDIZE THE GRANTOR'S EQUITY. UPON A SHOWING THAT A REASONABLE EFFORT TO SELL ALL OR A PORTION OF THE PROPERTY HAD BEEN UNSUCCESSFUL, OR THAT ADEQUATE INCOME TO MEET THE CURRENT COST OF TAXES, ASSESSMENTS, UPKEEP, ETC., COULD NOT BE REALIZED FROM IT AND THAT NO ARRANGEMENT TO GIVE THE GRANTOR THE EQUIVALENT OF THE VALUE OF OCCUPANCY WAS FEASIBLE, THE TRANSFER IS NOT CONSIDERED AS HAVING BEEN MADE FOR THE PURPOSE OF QUALIFYING FOR AID.

**135-80 TRANSFER OF REAL PROPERTY WITH RESERVATION OF LIFE
ESTATE INTEREST
OAS, ANB, APSB, ANC**

135-80

The transfer of title to real property with reservation of the full privileges and responsibilities of life estate is not interpreted as a voluntary assignment or transfer of property for the purpose of qualifying for aid. (SEE GLOSSARY RE RESPONSIBILITY AND PRIVILEGES OF LIFE TENANTS.)

It is the presumption, which may be refuted, that a life estate agreement drawn more than two years prior to the application for aid stipulating that the remainderman shall be responsible for the payment of taxes, or for encumbrances which were not placed upon the property by him, was not made for the purpose of qualifying the recipient for a greater amount of aid than that to which he would otherwise be eligible. When it is established that the property was encumbered by the remainderman, either before or after the execution of the agreement creating the life estate and the agreement stipulates that the remainderman is responsible for payment of such encumbrance, payment made by the remainderman on such encumbrance does not represent income to the recipient.

There must be written evidence of life estate. Such evidence may appear in the body of the deed which is executed and delivered to the remainderman or may be evidenced by a separate written agreement between the parties, wherein the remainderman conveys a life estate to another and retains the remainder for himself. In order for the evidence to be complete and acceptable, such an agreement must be recorded. (W&IC 1560, 2007.5, 2140, 3075, 3460)

**135-75 TRANSFER OF REAL PROPERTY WHEN FORECLOSURE IMMINENT
OAS, ANB, APSB, ANC****135-75**

Transfer or assignment of real property when foreclosure is threatened, or when it is clear that such property cannot be retained, is not held to be for the purpose of qualifying for aid, unless there is evidence of collusion. If notice of foreclosure has been given, the giving of a quitclaim deed to the mortgagor would not necessarily be a disqualifying factor. This applies regardless of the value of the property.

When there is evidence that a grantor was unable to refinance the property due to the necessity for payment of a substantial sum on the principal or because of his advancing years and diminishing ability to repay, the transfer may be held to involve property in which foreclosure was imminent.

When property of a value greater than the maximum set by law is transferred because of imminence of foreclosure, the possibility of the grantor receiving cash or its equivalent such as free rent in return for any equity he may have had in the property shall be explored. This applies also when a transfer has reduced the value of the remaining property within the maximum set by law. (W&IC 1560, 2140, 3075, 3460)

**152-10 OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENTS
OAS, ANB, APSB****152-10**

In OAS and ANB, the value of currently used resources shall be considered in determining the amount of aid. Homes owned and occupied by recipients of OAS and ANB are considered currently used resources and the value of their use shall be considered in computing the grant. In APSB, the value of the use and occupancy of premises owned and occupied by the applicant or recipient is exempt from consideration until the income, together with that from other exempt sources, exceeds \$400 per year.

The value of occupancy is determined in accordance with the assessed value of the property. The full assessed value is considered in determining the value of occupancy to the recipient, whether he alone occupies the home which he owns or whether it is shared with his spouse, or with others who may, or may not, have an interest in the property.

If the home is the separate property of the ineligible spouse who alone is bearing the cost of upkeep, taxes, etc., the recipient is, in fact, receiving free rent. The value is determined as in any other case in which free rent is contributed by another.

The recipient who holds life estate in the property he occupies is guaranteed the use of the resource and its occupancy value shall be considered in the same manner as though the recipient held title to the property.

152-00 (Continued)

152-00

Payments made in accord with a life estate agreement which stipulates that the remainderman shall be responsible for the payment of certain expenses do not represent contributions to the life tenant. When property in which life estate is held was encumbered by the remainderman either before or after the creation of the life estate, encumbrance payments made by the remainderman shall not represent income to the life tenant.

When the existing life estate agreement is a verbal agreement only, it is advisable that it be confirmed in a notarized written statement signed by the remainderman and the life tenant and that a copy of such agreement be filed in the county welfare department record. (W&IC 1560, 2140, 3075, 3460)

In OAS and ANB, the value of the free use and occupancy of property during the statutory redemption period of one year following a foreclosure sale represents income. In APSB, when the purchaser in the foreclosure sale is a responsible relative, the value of the free use and occupancy of the property is "non-exempt" income. When the purchaser is other than a responsible relative, the value of the free use and occupancy of the property is "exempt" income. (AGO NS3033, NS3033A)

That portion of payments from the sale of real property, sold under contract of sale, title not passing, which represents principal payments is considered conversion of property from one form to another. (SEE SEC. 146-00, CONVERSION OF PROPERTY.) Any interest included in such payments represents income. Allowance shall be made for interest payments on prior encumbrances, in order to determine the amount of net income. (W&IC 1560, 2140, 3075, 3460: AGO NS4943)

Net income from real or personal community property shall be shared equally with the spouse, whether eligible or ineligible. This does not apply to income from separate property owned by either spouse. (W&IC 1560, 2140, 3075, 3460)

237-10 (Continued)

237-10

CONDITIONS OF ELIGIBILITY

HOW VERIFIED

3. RESIDENCE--(W&IC 2160 (c&d)) (A) INSERT OPPOSITE "STATE" THE VERIFIED NUMBER OF YEARS OF RESIDENCE IN THE STATE. (SEE CHAPTER 120-00, RESIDENCE, FOR ACCEPTABLE EVIDENCE.)

WHEN RESIDENCE IS VERIFIED BY MEANS OF A PERSONAL AFFIDAVIT (FORM AG 221), RECORD: (1) NATURE OF EVIDENCE, (2) NAME OF AFFIANT, AND (3) LOCATION OF EVIDENCE.

EXAMPLE: AFFIDAVIT OF JOHN DOE IN FILE.

WHEN RESIDENCE IS ESTABLISHED BY OTHER THAN A PERSONAL AFFIDAVIT, RECORD: (1) NATURE OF EVIDENCE, (2) THE LOCATION OF EVIDENCE.

EXAMPLE: RECEIPTS FOR RENT 1010 E 50TH ST., LA, CALIF., IN APPL'S POSS.

IF THE APPLICANT HAS REQUIRED STATE RESIDENCE BUT THE APPLICATION IS TO BE SUBMITTED ON A NON-COUNTY BASIS, SEE 3(B) BELOW.

(B) INSERT OPPOSITE "COUNTY" THE VERIFIED NUMBER OF YEARS IN THE COUNTY.

SEE INSTRUCTIONS FOR 3(A) ABOVE.

WHEN THE APPLICANT HAS COUNTY RESIDENCE OF LESS THAN ONE YEAR, ENTER THE DATE COUNTY RESIDENCE WAS ESTABLISHED RATHER THAN THE PERIOD OF VERIFIED COUNTY RESIDENCE.

WHEN THE APPLICANT HAS COUNTY RESIDENCE OF LESS THAN ONE YEAR, EVIDENCE OF STATE AND COUNTY SHALL BE SUBMITTED TO SDSW WITH AG 200 AND 201. (SEE SEC. 232-00). COPIES OF ALL AFFIDAVITS SHOULD BE RETAINED IN COUNTY FILE. IF EVIDENCE OTHER THAN AN AFFIDAVIT IS USED, THE ORIGINAL MAY BE RETAINED IN COUNTY FILE AND DETAILS REPORTED ON FORM AG 203. RECORD: "RESIDENCE EVIDENCE ATTACHED", FOR BOTH 3A AND 3B.

4. PUBLIC INSTITUTIONS--(W&IC 2160(e)) (A) ENTER "YES" OR "NO" AS VERIFIED. (SEE CHAPTER 160-00, INSTITUTIONAL INMATES, AND ALSO SEC. 230-85, INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON PAROLE FROM A STATE HOSPITAL, AND SEC. 610-70, CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM INSTITUTION.)

IF IN A PUBLIC INSTITUTION, RECORD: (1) THE NAME OF THE INSTITUTION, (2) THE NATURE OF THE EVIDENCE ESTABLISHING THE APPLICANT'S PRESENCE IN THE INSTITUTION, (3) THE DATE, AND (4) LOCATION THEREOF.

EXAMPLE: SEEN AT (NAME OF INSTITUTION) BY WORKER ON (DATE); REPORT IN CASE RECORD.

IF LIVING AT HOME, RECORD THE VERIFICATION THAT THE APPLICANT IS NOT LIVING IN A PUBLIC INSTITUTION.

EXAMPLE: SEEN AT HOME BY WORKER ON (DATE); REPORT IN CASE RECORD.

(B) IF "YES" IS ENTERED FOR 4 (A), RECORD THE APPROXIMATE DATE OF RELEASE. IF "NO" IS ENTERED FOR 4(A), LEAVE BLANK.

IF "YES" IS ENTERED FOR 4(A), RECORD THE SOURCE THROUGH WHICH THE PROBABLE DATE OF RELEASE WAS SECURED.

EXAMPLE: STATEMENT HOSPITAL SUP. (STATE DATE RECORDED IN RECORD.)

PRIVATE INSTITUTIONS--(W&IC 2160.5) WHEN THE APPLICANT IS AN INMATE OF A PRIVATE NONPROFIT BENEVOLENT OR FRATERNAL INSTITUTION, AMEND ITEM 4(A) BY BLOCKING OUT THE WORD "PUBLIC" AND SUBSTITUTING "PRIVATE." ENTER "YES." THIS ITEM DOES NOT APPLY TO PRIVATE INSTITUTIONS OPERATED FOR PROFIT.

IF LIVING IN A PRIVATE NON-PROFIT INSTITUTION, ENTER: (1) THE NAME OF THE INSTITUTION, (2) NATURE OF EVIDENCE, (3) DATE OF EVIDENCE, AND (4) THE LOCATION THEREOF.

EXAMPLE: OUR LADY'S HOME, INST. RECORDS AND INTERVIEW APPL. AND SUPT. ON (GIVE DATE) INDICATE NO CONTRACT; COPY DEMAND FOR B/R AT \$30 MO., COUNTY FILE. HOME LICENSED.

(SEE CHAPTER 160-00, INSTITUTIONAL INMATES)

5. SUPPORT FROM RELATIVES--(W&IC 2160 (f)) INSERT "NO" IF RELATIVES ARE NOT MEETING THE APPLICANT'S NEED; OTHERWISE, INSERT "YES."

IF APPLICANT IS SINGLE OR THERE ARE NO RESPONSIBLE RELATIVES, INDICATE NONE.

EXAMPLE: SINGLE--FORM AG 200 ON FILE.

IF "YES" IS ENTERED, INELIGIBILITY IS INDICATED. (SEE CHAPTER 170-00, RELATIVES.)

IF THE SPOUSE IS RECEIVING OR IS AN APPLICANT FOR AID, A REFERENCE TO THIS FACT IS RECORDED.

EXAMPLE: SPOUSE, APPLICANT FOR OAS--FORM AG 200 ON FILE. FORMS AG 225 ON FILE, 2 SONS; STATEMENT REQUESTED FROM DAUGHTER.

IF A RELATIVE HAS FAILED TO RETURN AG 225 REFER TO THE APPLICANT'S AFFIDAVIT THAT HE IS NOT RECEIVING SUPPORT FROM SUCH RELATIVE. (SEE SEC. 172-00)

(SECTION CONTINUED ON NEXT PAGE)

237-10 (Continued)

237-10

GENERAL INSTRUCTIONS: Verified data should appear in the left-hand column under Conditions of Eligibility rather than information as given by the applicant or others which is not substantiated by proofs on file.

The data recorded in the right-hand column under How Verified must conform with the verified data shown in the left-hand column. Brief concise statements are desired. Complete sentences are not necessary provided the verified data are clearly set forth. When the original evidence is not on file in the county record and a summary of the proof obtained is recorded on the Summary of Information from Review of Documentary Evidence (Form Ag 203), references on the Form Ag 201 shall be to the original evidence and not to the Form Ag 203. If the application is submitted on a non-county basis the Form Ag 201 shall carry the notation in the upper right-hand corner "non-county."

CONDITIONS OF ELIGIBILITY

1. **BIRTH DATE--(W&IC 2160 (A))** INSERT THE VERIFIED INFORMATION AND NOT THAT GIVEN BY APPLICANT. (SEE CHAPTER 105-00, AGE, FOR ACCEPTABLE EVIDENCE.)

2. **CITIZENSHIP--(W&IC 2160 (B))** "NATURALIZATION." CHECK IF CITIZENSHIP WAS ACQUIRED BY THE APPLICANT'S OWN NATURALIZATION. (SEE CHAPTER 112-00, CITIZENSHIP, FOR ACCEPTABLE EVIDENCE.)

"PARENT'S NATURALIZATION." CHECK IF CITIZENSHIP ACQUIRED THROUGH PARENT'S NATURALIZATION.

"MARRIAGE OF FOREIGN BORN WOMAN TO CITIZEN." CHECK IF A FOREIGN BORN WOMAN ACQUIRED CITIZENSHIP THROUGH MARRIAGE.

OTHER

A. CHECK IF CITIZENSHIP IS PROVED BY NATIVE BIRTH.

HOW VERIFIED

RECORD: (1) NATURE OF EVIDENCE; (2) DATE OF DOCUMENT; (3) AGE OF APPLICANT AS STATED THEREON; AND (4) WHERE DOCUMENT MAY BE REVIEWED.
EXAMPLE: INS. POL., 12/15/17, AGE 45;
APPL'S POSS.

RECORD: (1) NATURE OF EVIDENCE; (2) DATE OF DOCUMENT; (3) PLACE NATURALIZATION CERTIFICATE WAS GRANTED; (4) WHERE RECORD MAY BE REVIEWED.
EXAMPLE: NAT. CERT., 1/2/99 ALAMEDA CO., CALIF.; POSS. OF APPLICANT.

RECORD: (1) NATURE OF EVIDENCE; (2) DATE CITIZENSHIP OF PARENT ACQUIRED; (3) PLACE OF PARENT'S NATURALIZATION; (4) WHERE EVIDENCE MAY BE REVIEWED.
EXAMPLE: FATHER'S NAT. CERT. 2/1/70, CHICAGO, ILL., LETTER CLERK OF COURT ON FILE.

RECORD: (1) NATURE OF EVIDENCE OF MARRIAGE; (2) DATE OF MARRIAGE; (3) NATURE AND DATE OF EVIDENCE VERIFYING CITIZENSHIP OR NATIVE BIRTH OF HUSBAND; (4) PLACE WHERE EVIDENCE MAY BE REVIEWED.
EXAMPLE: MAR. CERT., 2/6/95, JANE SMITH & JOHN JONES; NAT. CERT., JOHN JONES ISSUED IN LA, CALIF., 2/10/98; BOTH IN POSS. OF APPL. OR: MAR. CERT. SHOWS JANE OLSON NATIVE SWEDEN, AND JAMES BROWN NATIVE NW, MAR. 3/4/10; POSS. OF APPL.

(A) REFER TO APPLICANT'S STATEMENT OF NATIVE BIRTH ON THE APPLICATION
EXAMPLE: APPL.'S SWORN STATEMENT ON APPLICATION.

(SECTION CONTINUED ON NEXT PAGE)

237-10 (Continued)

237-10

CONDITIONS OF ELIGIBILITY

HOW VERIFIED

10. INCOME--(W&IC 2020)

THE SOURCES AND AMOUNTS OF NET INCOME SHALL BE LISTED, AND THE TOTAL SHOWN. (NON-DEDUCTIBLE AGRICULTURAL INCOME AND THAT INCOME WHICH IS DETERMINED TO BE CASUAL IS NOT SHOWN. (SEE SECS. 150-60 AND 151-95)

RECORD: (1) THE NATURE OF THE VERIFICATIONS, (2) THE DATE THEREOF, AND (3) LOCATION OF EVIDENCE.

EXAMPLE: WAGE REPORT (GIVE DATE) IN CO. FILE; SON JOHN'S AG 225 (GIVE DATE) IN CO. FILE.

11. NEED--(W&IC 2001)

THE ANSWER IS "YES" IF AID IS GRANTED.

VERIFICATION OF NEED IS SHOWN IN THE COUNTY RECORD AND REPORTED HERE BY REFERENCE TO THE REPORT OF INVESTIGATION. (FORM AG 202) OR COUNTY INVESTIGATION ON FILE.

EXAMPLE: COMPLETED FORM AG 202 ON FILE.

12. NEED IN EXCESS OF \$50--(W&IC 2020.01)

IF APPLICANT'S NEED IS IN EXCESS OF \$50 A MONTH, RECORD AMOUNT OF TOTAL NEED IN THE "YES" SPACE.

IF TOTAL NEED IS ESTABLISHED BY ADDING THE COST OF SPECIAL NEEDS TO THE STATUTORY MAXIMUM, RECORD (1) THE PARTICULAR NEED WHICH BRINGS TOTAL NEED IN EXCESS OF \$50, (2) THE VERIFICATION WHICH ESTABLISHED THE SPECIAL NEED, (3) THE AMOUNT, (4) LOCATION OF EVIDENCE.

EXAMPLE: MEDICINE \$5. NEED VERIFIED BY M.D., COST VERIFIED BY DRUGGIST. VERIFICATION IN COUNTY FILE.

IF NEED IN EXCESS OF \$50 A MONTH IS ESTABLISHED BY THE BUDGETARY METHOD, RECORD "AG 241 ON FILE". (THE VERIFICATION OF THOSE ITEMS OF NEED FOR WHICH VERIFICATION IS REQUIRED SHALL BE INCLUDED IN THE CASE RECORD.)

13. RECOMMENDATION OF COUNTY INVESTIGATOR (W&IC 2181)--The amount of aid recommended shall be in accordance with the OAS law and shall be based on net income, computed according to rulings set forth by the SDSW.
14. SIGNATURE OF COUNTY INVESTIGATOR--The certificate should be signed and dated by the county public assistance worker who makes the recommendation that aid be granted. The signature may be either the original or a facsimile.
15. SIGNATURE OF CASE SUPERVISOR OR DIRECTOR--The certificate should be signed and dated by the public assistance supervisor or county welfare director. The signature may be either the original or a facsimile.
16. ACTION BY THE BOARD OF SUPERVISORS--Name of the county, date of the action, amount of aid granted, and the beginning date of aid shall be shown.
17. SIGNATURE OF COUNTY CLERK OR DEPUTY--The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original signature or a facsimile. (W&IC 2140)

237-10 (Continued)

237-10

CONDITIONS OF ELIGIBILITY

6. ASSIGNMENT OF PROPERTY--(W&IC 2160 (G))
IF NO TRANSFER OF EITHER REAL OR PERSONAL PROPERTY WAS MADE FOR THE PURPOSE OF QUALIFYING FOR AID, ENTER "NO". IF THE FACTS DETERMINE THAT A TRANSFER WAS MADE TO QUALIFY FOR AID, INELIGIBILITY IS INDICATED. (SEE CHAPTER 130-00, REAL PROPERTY, AND CHAPTER 140-00, PERSONAL PROPERTY)

7. PERSONAL PROPERTY--(W&IC 2163)
DEDUCT FROM THE TOTAL MARKET VALUE OF PERSONAL PROPERTY ALL ENCUMBRANCES OF RECORD AGAINST THE VARIOUS ITEMS OF PERSONAL PROPERTY AND ENTER THE NET TOTAL MARKET VALUE OF PERSONAL PROPERTY IN THE FIRST SPACE, AND THE AMOUNT OF CASH WHICH IS INCLUDED IN THAT TOTAL IN THE SECOND SPACE. IF INVESTIGATION INDICATES THERE IS NO PERSONAL PROPERTY, STATE "NONE". THIS ITEM REFERS TO THE APPLICANT ONLY AND INCLUDES THE APPLICANT'S SHARE OF COMMUNITY PERSONAL PROPERTY, AND THE AMOUNT OF ANY SEPARATE PERSONAL PROPERTY WHICH HE MAY POSSESS. THE SPOUSE'S SHARE OF COMMUNITY PERSONAL PROPERTY AND ANY SEPARATE PERSONAL PROPERTY OWNED BY HIM IS NOT INCLUDED AS IT IS NOT A CONSIDERATION IN DETERMINING THE APPLICANT'S ELIGIBILITY FROM POINT OF VIEW OF PERSONAL PROPERTY. (SEE CHAPTER 140-00, PERSONAL PROPERTY.)

8. REAL PROPERTY OF APPLICANT--(W&IC 2164)
THIS ITEM REFERS TO REAL PROPERTY OWNED BY A SINGLE OR WIDOWED APPLICANT OR ONE WHO HAS A FINAL DECREE OF DIVORCE. DEDUCT FROM THE TOTAL COUNTY ASSESSED VALUE OF REAL PROPERTY THE TOTAL OF ALL ENCUMBRANCES OF RECORD AND ENTER THE TOTAL NET ASSESSED VALUE AS VERIFIED. IF THE APPLICANT IS MARRIED, SO STATE AND ENTER "DOES NOT APPLY". (SEE CHAPTER 130-00, REAL PROPERTY.)

9. REAL PROPERTY OF APPLICANT AND SPOUSE--(W&IC 2165)
THIS ITEM REFERS TO PROPERTY OWNED BY EITHER AND/OR BOTH OF A COUPLE. (FOR EXCEPTION SEE SEC. 131-18). DEDUCT FROM THE TOTAL COUNTY ASSESSED VALUE OF ALL SUCH REAL PROPERTY THE TOTAL OF ALL ENCUMBRANCES OF RECORD AND ENTER THE TOTAL NET ASSESSED VALUE AS VERIFIED. IF THE APPLICANT IS SINGLE, WIDOWED OR DIVORCED, SO STATE AND ENTER "DOES NOT APPLY." (SEE CHAPTER 130-00 REAL PROPERTY.)

HOW VERIFIED

RECORD: (1) PERIOD COVERED BY THE PROPERTY SEARCH; AND (2) WHERE THE EVIDENCE MAY BE REVIEWED.

EXAMPLE: ASSESSOR'S RECORDS SEARCHED FOR (SPECIFY THE PERIOD) REPORT IN FILE. (IF THE INVESTIGATION SHOWS THAT A TRANSFER OF PROPERTY OF A VALUE GREATER THAN THE MAXIMUM SET BY LAW, OR OF PROPERTY WHICH REDUCES THE VALUE OF REMAINING PROPERTY WITHIN THE MAXIMUM, WAS MADE BUT IT WAS ONE WHICH WAS NOT IN VIOLATION OF W&IC 2160 (G), THE FACTS WHICH RESULTED IN THIS CONCLUSION SHALL BE INCLUDED IN THE CASE RECORD.)

RECORD: (1) THE METHOD OF VERIFICATION, (2) DATE OF VERIFICATION, (3) LOCATION OF EVIDENCE.

EXAMPLE: LETTERS (GIVE DATES) FROM DUN & BRADSTREET, AND FROM BANK OF AM. (GIVE DATES) ON FILE.

IF THE APPLICANT DECLARES HE HAS NO PERSONAL PROPERTY, THE INVESTIGATION DISCLOSES NONE, AND THE APPLICANT'S SIGNED CONSENT AUTHORIZING INVESTIGATION (FORM AG 228) IS ON FILE, RECORDS DECLARED NONE; SIGNED FORM AG 228 ON FILE.

REFER TO THE PROPERTY SEARCH, AND STATE THE LOCATION OF THE EVIDENCE. REFERENCE TO CORRESPONDENCE IS ADDED WHEN OWNERSHIP OF PROPERTY OUTSIDE THE COUNTY HAS BEEN VERIFIED.

EXAMPLE: SEARCH OF CURRENT ASSESSOR'S RECORD; REPORT ON FILE. LETTER ALAMEDA CO. ASSESSOR IN FILE.

REFER TO PROPERTY SEARCH, AND STATE THE LOCATION OF THE EVIDENCE. REFERENCE TO CORRESPONDENCE IS ADDED WHEN OWNERSHIP OF PROPERTY OUTSIDE THE COUNTY HAS BEEN VERIFIED.

EXAMPLE: SEARCH OF CURRENT ASSESSOR'S RECORDS; REPORT ON FILE. LETTER FROM ALAMEDA COUNTY ASSESSOR IN FILE.

(Section continued on next page)

250-05 (Continued)

250-05

Forms Used in Reporting Action on All Applications to SDSW

See Secs. 232-00 and 232-20, Non-County Residence Procedure, for additional forms to be submitted on non-county cases.

AID GRANTED	TYPE OF AID		
	OAS	ANB & APSB	ANC
APPLICATIONS	AG 200 (ORIGINAL OR CERTIFIED COPY)	BL 200 (ORIGINAL OR CERTIFIED COPY)	CA 200 (ORIGINAL OR CERTIFIED COPY)
APPLICATION BY AUTHORIZED REPRESENTATIVE OF APPLICANT	AG 200B ⁶ (ORIGINAL OR CERTIFIED COPY)		
CERTIFICATE OF ELIGIBILITY	AG 201 (ORIGINAL OR CERTIFIED COPY)	BL 201 (ORIGINAL OR CERTIFIED COPY)	CA 201 (ORIGINAL OR CERTIFIED COPY)
SOCIAL DATA RECORD CARD	AG 230 (ORIGINAL)	BL 230 (ORIGINAL)	CA 230 (ORIGINAL)
PHYSICIAN'S REPORT OF EYE EXAMINATION ¹		BL 227 (ORIGINAL OR CERTIFIED COPY)	
SUMMARY OF LETTERS OF GUARDIANSHIP (WHEN REQUIRED)	DPA 5 (ORIGINAL)	DPA 5 (ORIGINAL)	
CERTIFICATE OF DELIVERY OF PAYMENT OF AID (WHEN REQUIRED)	AG 231 (ORIGINAL)	BL 231 (ORIGINAL)	
CERTIFICATION FROM STATE DEPT. OF INSTITUTIONS OF APPLICANTS' RELEASE FROM STATE HOSPITAL	AG 235 ⁷ (ORIGINAL)	BL 235 ⁷ (ORIGINAL)	
PLAN FOR REHABILITATION (WHEN REQUIRED)		BL 25 (ORIGINAL)	
NOTICE OF CHANGE ² (WHEN REQUIRED)		BL 232 (ORIGINAL) ⁴	CA 232 (ORIGINAL)
AID DENIED	TYPE OF AID		
	OAS	ANB & APSB	ANC
APPLICATION	AG 200 (ORIGINAL OR CERTIFIED COPY)	BL 200 (ORIGINAL OR CERTIFIED COPY)	CA 200 (ORIGINAL OR CERTIFIED COPY)
APPLICATION BY AUTHORIZED REPRESENTATIVE OF APPLICANT	AG 200B ⁶ (ORIGINAL OR CERTIFIED COPY)		
CERTIFICATE OF ELIGIBILITY ³	AG 201 (ORIGINAL OR CERTIFIED COPY)	BL 201 (ORIGINAL OR CERTIFIED COPY)	CA 201 (ORIGINAL OR CERTIFIED COPY)
NOTIFICATION OF ACTION OF BOARD OF SUPERVISORS ²	AG 239 (CARBON COPY)	BL 239 (CARBON COPY) ⁵	
PHYSICIAN'S REPORT OF EYE EXAMINATION ¹ (A)		BL 227 (ORIGINAL OR CERTIFIED COPY)	

¹UNLESS REPORT HAS BEEN SENT IN DUPLICATE TO STATE OPHTHALMOLOGIST FOR REVIEW PRIOR TO ACTION BY BOARD OF SUPERVISORS (A) FORM NEED ONLY BE SENT WHEN AID IS DENIED BECAUSE APPLICANT DOES NOT COME WITHIN DEGREE OF BLINDNESS.

²WHEN CHILD IS IN HOME OF PAYEE ELIGIBLE TO FEDERAL PARTICIPATION BUT THE APPLICANT IS NOT THE PAYEE, AND ITEM 5A OF FORM CA 201 DOES NOT INDICATE SIGNATURE IS ON FILE. (SEE SEC. 363-20, RECORDING CHANGE OF PAYEE ON SEC. IV OF NOTICE OF CHANGE.)

³EITHER AG 201 OR AG 239 MAY BE SUBMITTED AT THE DISCRETION OF THE COUNTY.

⁴WHEN TRANSFER FROM ANB TO APSB OR VICE VERSA IS APPROVED.

⁵WHEN TRANSFER FROM ANB TO APSB OR VICE VERSA IS DENIED.

⁶WHEN APPLICATION IS MADE BY AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT.

⁷WHEN PERSON IS AWAITING PAROLE FROM A STATE HOSPITAL AT THE TIME HIS APPLICATION FOR AID IS MADE.

(W&IC 1560, 2140, 3075, 3083.3, 3460, 3471.5)

**250-05 REPORTING ACTION ON APPLICATION TO SDSW
OAS, ANB, APSB, ANC****250-05**

The SDSW shall be notified of the action of the board of supervisors on all applications within 15 days after such action by submission of the properly completed forms set forth in the following chart according to the respective category of aid.

(Section Continued on Next Page)